

**TOWNSHIP OF WEST ORANGE***25 Lakeside Avenue, West Orange, New Jersey 07052***DEPARTMENT OF ENGINEERING**

SUSAN McCARTNEY
MAYOR

ZAYIBETH CARBALLO
Director/Municipal Engineer

Tel/Fax: (973) 325-4160

Email: Engineering@westorange.org

June 24, 2024

Alexander Elias
Alexander Elias Architecture, LLC
76 S. Orange Avenue, Suite 310
South Orange, NJ 07079

RE: **REVISED REQUEST FOR PROPOSALS (RFP)**
PROFESSIONAL ARCHITECTURAL SERVICES FOR:
FEASIBILITY STUDY FOR TOWNSHIP'S DEPARTMENT OFFICES

Dear Mr. Elias,

Due to the increase demand of office space at Townhall by various Departments, Engineering/DPW offices and an Older Adults Community Center (OACC) that require sufficient parking area to address and meet the current and future needs of the Township to better serve its community; the Department of Engineering for the Township of West Orange requests proposals from firms providing Professional Architectural Services for a Feasibility Study. The comprehensive feasibility study for the various spaces available includes:

1. 10 Rooney Circle with approximately 4,800 SF suite located at the lower level;
2. 46 Mt. Pleasant Avenue with approximately 7,642 SF suite located at the street level; and
3. 66 Main Street with approximately 4,806 SF office space located at the 2nd floor.

The successful Consultant/Architectural Firm will supply a report that includes a comprehensive analysis of the alternatives considered for the future use of the various spaces at these three locations.

Annexed are sketches for the various available spaces to be used for the feasibility study.

The objectives of the study and scope of services are:

- Review and evaluate the current use and future use at the three (3) available locations. Make projections of future office needs. Identify viable solutions to account for projected changes and/or growth of the Building, Engineering/DPW, Health/Welfare and Planning Departments. Provide summary of reference data in the final report;
- Recommendations on how to best utilize municipally available space as illustrated in the annexed sketches;
- Analyze the best viable space for the OACC with sufficient parking and accessibility;
- Analyze the best viable office space for the Building, DPW, Engineering, Health/Welfare and Planning Departments standing alone or a combination of these at a centralized location with sufficient parking for the staff and residents;
- Analyze the potential relocation of some 1st floor offices at 66 Main Street to the 2nd Floor, 46 Mt. Pleasant Avenue and 10 Rooney Circle;
- Evaluate the basement offices and mail room at 66 Main Street for potential storage;
- The study shall include, but not be limited to conceptual plans to accommodate the various Departments and OACC including cost estimates, and
- Coordinate and discuss concerns with the various Township's Officials from WO Building, DPW, Engineering, Health/Welfare and Planning Departments during the study;
- Include five (5) meetings with the Township Officials for Kickoff, Coordination, Findings, Recommendations and Public Presentation;
- Prepare a feasibility study report detailing the findings of the study, analysis performed of the three (3) locations and recommendations for submission to the Council;
- Assist the Township in the preparation of an RFP for Professional Architectural Services for the preliminary and final design phases of the New OACC and Department(s) Municipal Offices that include interior renovations, plans, and specifications for public bidding and construction administration;

Evaluation Criteria:

The Township's objective in soliciting Proposals is to enable it to select a respondent that will provide high quality and cost-effective services. The Township will consider Qualification Statements only from Respondents that, in the Township's sole judgment, have demonstrated the capability and willingness to provide high quality services in the manner described in this RFP. Qualification statements will be evaluated by the Township on the basis of which are the most advantageous, experience and other factors considered.

There will be a Selection Criteria for which the evaluation consideration will include the following:

1. **Experience:** Description of the qualifications and experience of the respondent to provide the desired services. In addition to relevant experience, the respondent shall provide qualifications of staff assigned to this contract.
2. **Knowledge of Feasibility Study:** Respondents must include references from at least three (3) municipalities in which similar scope of work have been performed. Also, respondent shall provide sample of study(ies) performed for other municipalities.
3. **Fee Structure:** Price shall be based on lump sum cost for the scope of services outline in this RFP. Respondents shall include hourly rates and schedules of fees for additional services with this RFP. Any services not included as part of any resulting changes to the contract scope of services must be approved and authorized by the respondent before such work is initiated.

It is the intent of this office to submit information to the Council for review and consideration. Proposals are to be submitted electronically sent to zcarballo@westorange.org on or before **10:00 A.M. Friday, July 12th, 2024** to the Department of Engineering and shall include a specified completion date or number of days required for completion of the work after approval is granted to proceed. Also, evidence of proper insurance shall be submitted for approval by the Township Attorney.

Very Truly yours,

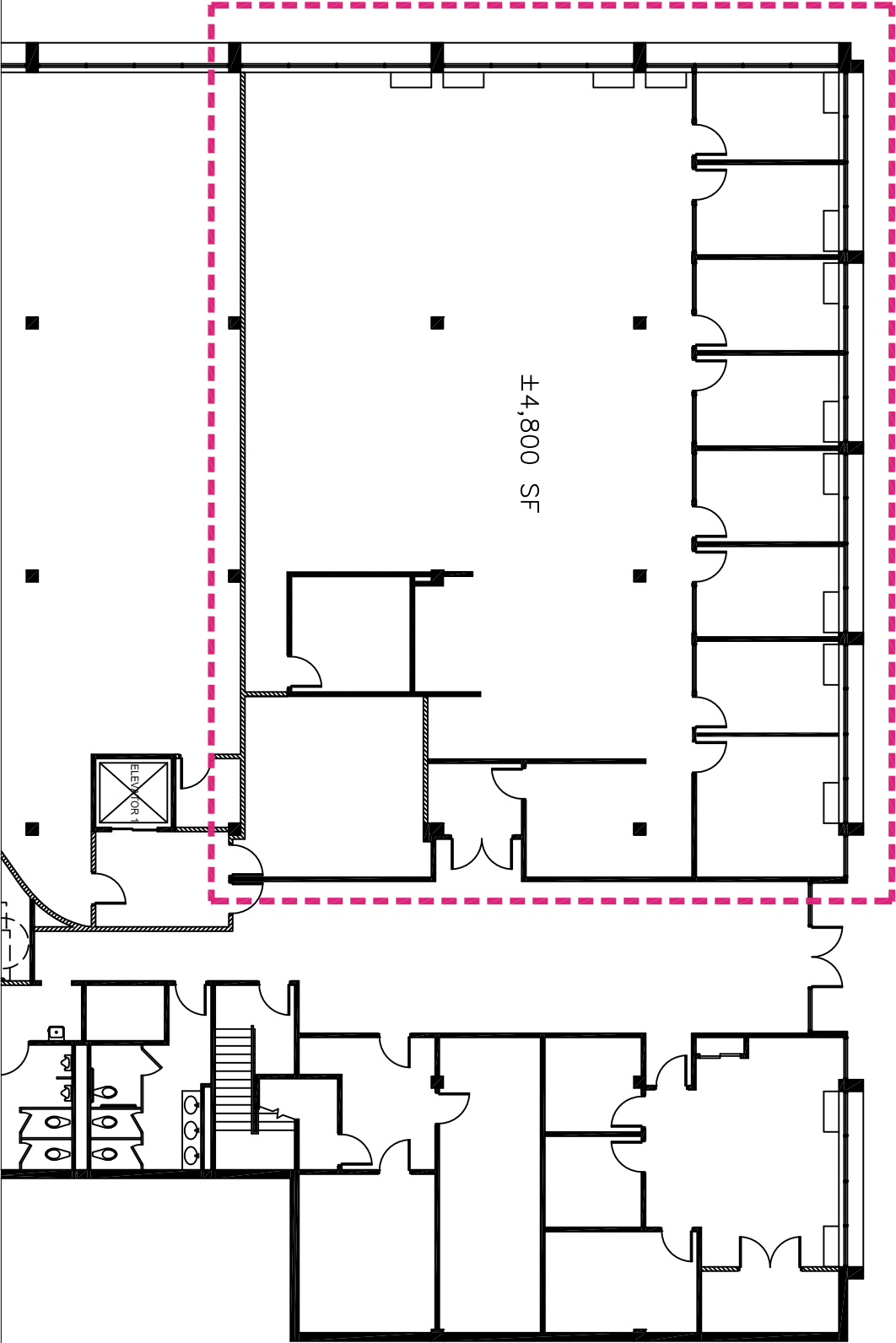
Zayibeth Y. Carballo

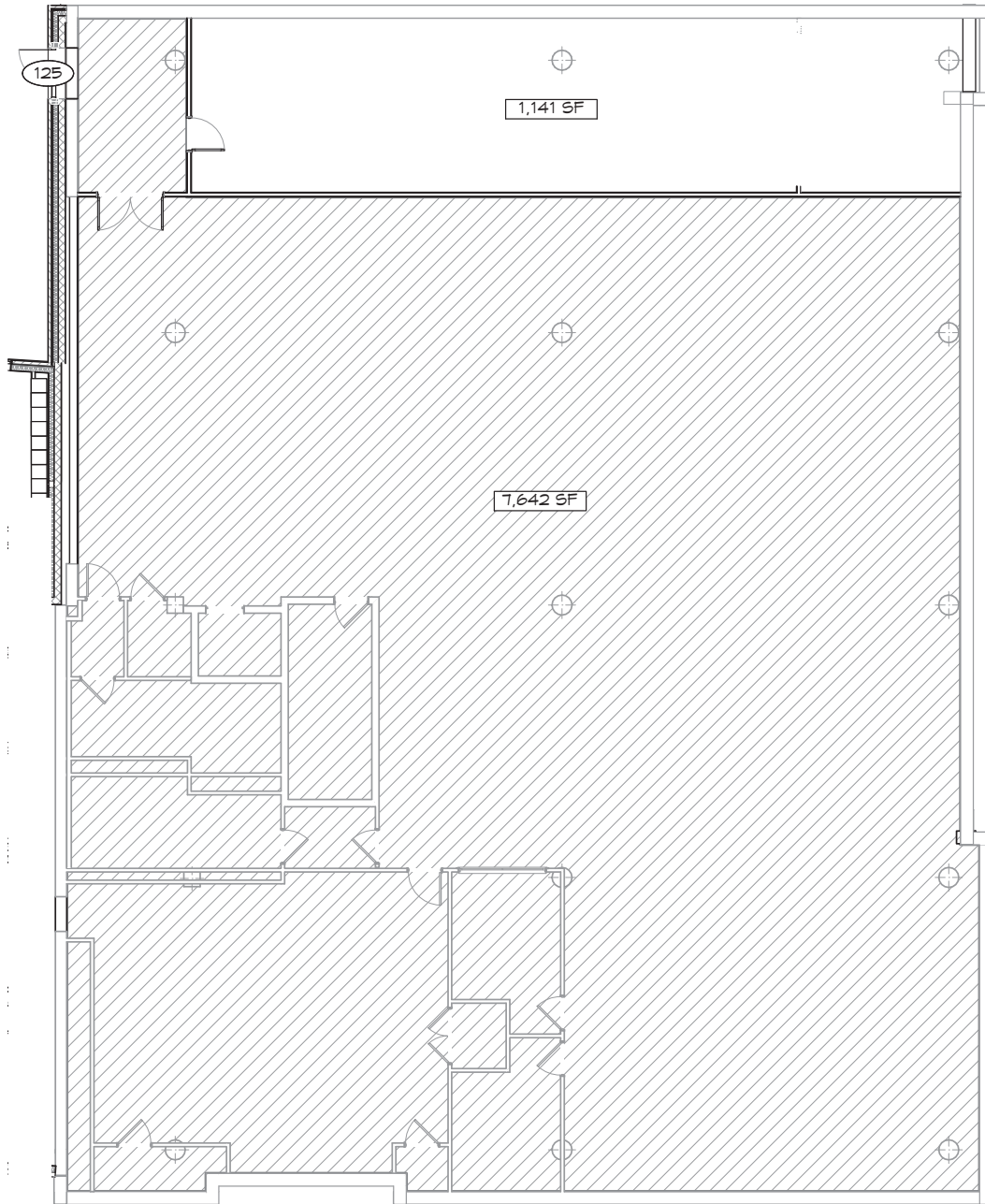
Zayibeth Y. Carballo

Director/Municipal Engineer

10 ROONEY CIRCLE

1/16" = 1'-0"





1

WEST ORANGE LIBRARY OFFICE LAYOUT

SCALE: 3/32" = 1'-0"

0 8' 16' 24'

46 Mt. Pleasant Avenue

LEGEND

-  SPACE AVAILABLE FOR TOWNSHIP OF WEST ORANGE
-  NEW WALL/DOOR EXISTING
-  WALL/DOOR



thrive
design

756 Haddon Avenue
Collingswood, NJ 08108
P: 856.854.1880
thrive.design

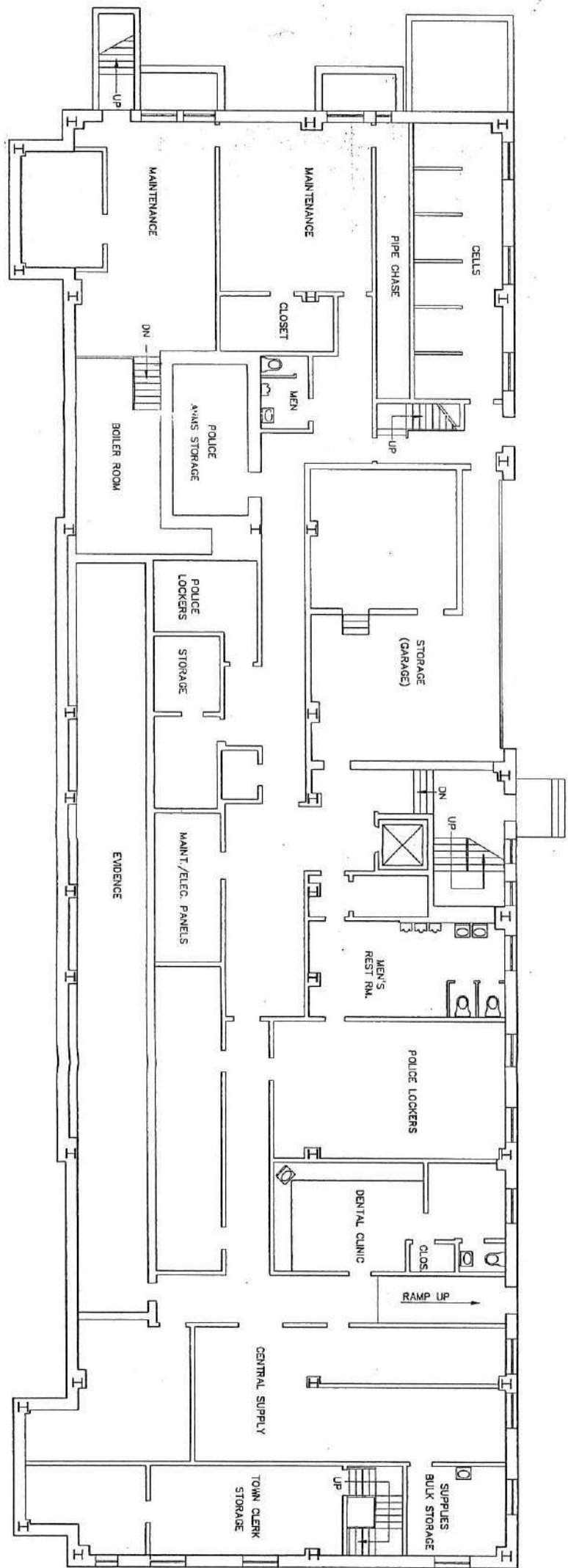
West Orange Library Office Layout

46 Mount Pleasant Avenue
West Orange, NJ 07052

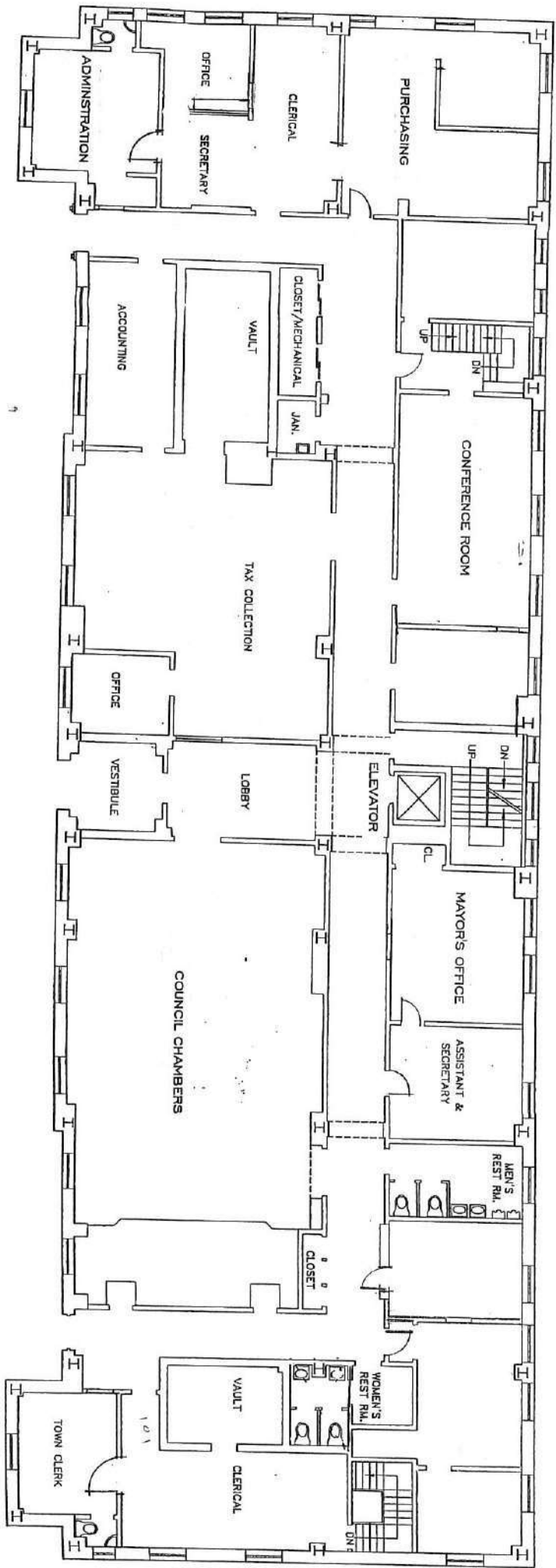
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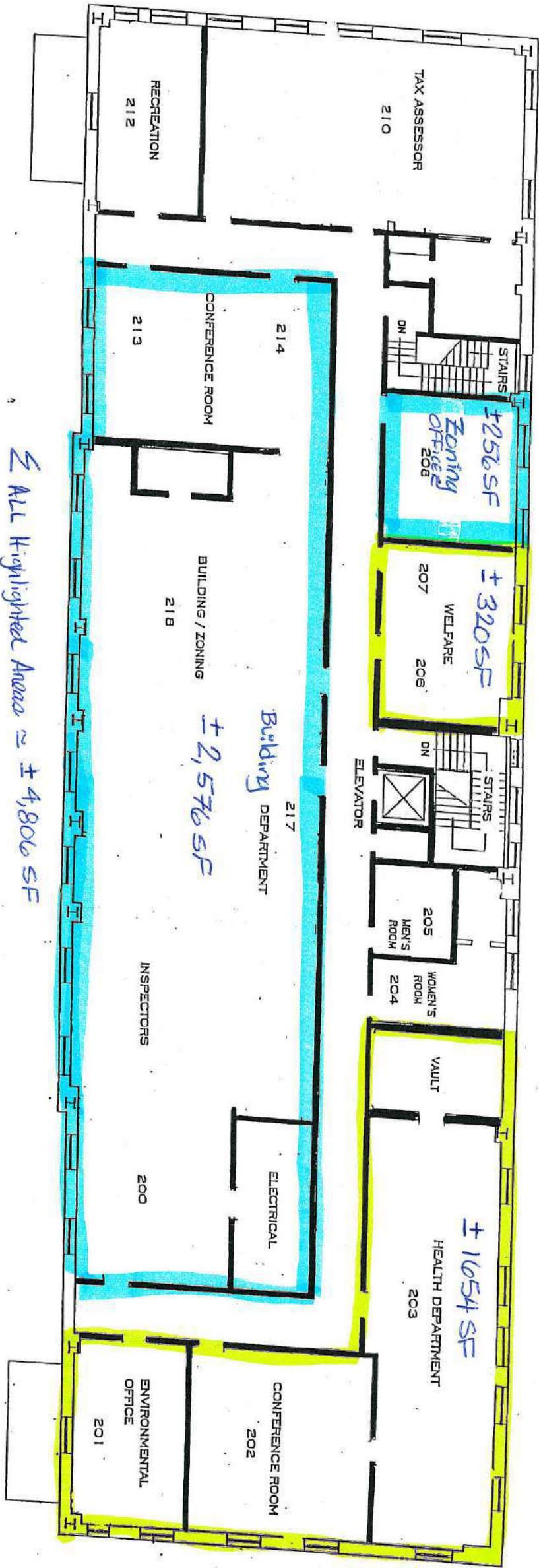
WEST ORANGE
LIBRARY OFFICE
LAYOUT



LOWER LEVEL



FIRST FLOOR LAYOUT



SECOND FLOOR LAYOUT

arcari iovino

ARCHITECTS PC

One Katherine Street
Little Ferry, NJ 07643
201.641.0600

www.aiarchs.com

Founding Partners

Edward Arcari, AIA, PP
Anthony Iovino, AIA, PP

Partners

Dariusz Bona, RA
Joseph Frangiosa, AIA
Todd Hause, AIA
Ralph Justo
Tania Moustafa, RA

July 12, 2024

Zayibeth Y. Carballo, Director/Municipal Engineer
Township of West Orange
25 Lakeside Avenue
West Orange, NJ 07052

**RE: Professional Services Proposal
Feasibility Study for Township Department Offices**



Dear Ms. Carballo:

We are pleased to submit our proposal to provide architectural services for the department relocation study. We appreciate being considered for this project and believe that our team is a good fit for the township.

Within this booklet you will find that Arcari + Iovino Architects specializes in municipal work and has an extensive knowledge of all public building types including administrative and senior facilities. Our team is confident that we can help the township see this project through successfully.

Project Understanding

The township intends to explore how certain departments could be relocated to more efficient and appropriate locations that will accommodate future growth. The spatial requirements, conceptual plans and a preliminary magnitude of project costs will be identified such that the township can make an informed decision as to the path forward.

A key to the success of good design and schematic planning such as this study involves is in listening to the needs expressed by the departments. There is a balance to be found between the 'wants' and 'needs' that will be identified in the department meetings. We have significant experience in planning municipal offices and community spaces that will help us identify the core essential needs of the departments.

As you know, we worked with the township on the new library at 10 Rooney Circle. Having been involved with the former and current library spaces, we are quite familiar with the conditions of those two locations. Of course, we will make ourselves familiar with the town hall facilities at the start of this project.

This study will focus upon the identification of the departments' needs and how those can be accommodated in their new spaces. While we will inquire about and identify what is currently known about the building's systems, any structural, mechanical, electrical, and other engineering analyses deemed necessary could be provided as an additional service.

Company Information

Arcari + Iovino Architects was established in 1992 and were awarded the New Jersey - American Institute of Architects **Firm of the Year** for 2011. We have received numerous design honors from the AIA and our peers throughout our 32 years in business. The founding partners of the professional corporation are Mr. Edward Arcari and Mr. Anthony Iovino. Along with their partners and professional staff, they take a hands-on approach to design and their client's needs. This approach leads to a trusting and repetitive clientele.

Experience and Reputation

Our firm specializes in public sector design and has worked on hundreds of municipal projects throughout the state during our 32 years in business. As mentioned earlier, we have received numerous design awards from the American Institute of Architects and other organizations. More importantly, we care what our clients think of us and have built our firm on word-of-mouth and the satisfaction of our clients. We enjoy significant repeat clientele and recognize that commitment as the highest compliment. Our office has developed a terrific reputation in the field and invites you to contact any of our past clients for a testimony to our level of service.

Our portfolio of projects includes a range of municipal buildings and senior spaces. This experience gives us an essential understanding of the trends and requirements for such facilities. Some of our recent and current projects include the following:

- Asbury Park Administrative Offices (*relocated offices – recently completed*)
- Berkeley Heights Municipal Complex (*new facility with senior center – completed*)
- Edison Public Library (*full renovation of their main and branch libraries*)
- Lake Como Township Hall (*new facility – in design*)
- Leonia Police / Court Building (*new facility – recently completed*)
- Millburn Community Center (*Renovation – recently completed*)
- Mountain Lakes Municipal Building and Police Department (*currently in construction*)
- Paramus Senior Center (*Addition/renovation – completed*)

Staff Information

We maintain a staff of 14, including 6 licensed professionals, two of which are LEED accredited. Our staff is assigned to a client's project early on and remains with that project throughout its course. That consistency benefits both our team and the client, ensuring that the design intent and the needs of the client are carried through. Refer to our Key Personnel and Resume pages for key staff assigned to your project.

Availability / Responsiveness

Our team is regularly involved with projects throughout our state. As we have with all of our clients, we remain readily available to assist with issues as they arise. We recognize the importance of being responsive and strive to reply to phone calls and emails immediately. Our team would be able to attend meetings on short notice. As a service business we expect to make your jobs easier.

Value

Our company services have always been perceived as a good value by our clients. We understand the effort required for public projects and craft our fee to reflect the appropriate level of time and services for each project. The best clients are those who have been involved in a project before and recognize the role and importance an architect has on the overall project, from design through to completion. We believe you will find that value with our firm.

Enclosed you will find our qualifications along with projects lists that further address our qualifications. If you have any questions or if you require additional information, please let us know. We would be proud to help West Orange successfully complete this study.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Iovino'.

Anthony Iovino, AIA, PP, LEED
Arcari + Iovino Architects, P.C.
aiovino@aiarchs.com

Fee Proposal

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ARCHITECTS PC

Fee Proposal

Our fee for Professional Architectural services for the feasibility study of the three locations is **Twenty-Four Thousand Dollars (\$ 24,000.00.)**

Hourly Rate Schedule for Additional Services

Architectural

Anthony Iovino, Principal Architect	\$170
Dariusz Bona, Project Architect	\$150
Christina Kavanagh, Sr. Technical Staff	\$110.
Draftsperson	\$ 90.

Firm Profile

2011 AIA NJ FIRM OF THE YEAR

arcari iovino

ARCHITECTS PC

Arcari + Iovino Architects, PC, established in 1992, is located in Little Ferry, New Jersey. The firm is dedicated to the highest of professional standards in the practice of architecture, planning and green building design.

The firm offers a full range of professional services including master plan and feasibility studies, site evaluation services, architectural design, construction administration services, as well as interior design. In addition to new building designs, the firm is regularly retained for addition and renovation projects wherein they study and correct various architectural and engineering problems of existing structures.

A majority of the firm's projects are for municipal government entities. This makes the firm intimately familiar with the nuances of public work and their specific requirements. Many of these commissions require careful attention to project phasing, site staging, coordination, and design integration. Their ability to expertly direct the most challenging projects to successful completion is directly attributable to a thorough understanding of each building type, a commitment to innovative and cost effective design solutions, and their skills at eliciting and understanding the client's needs.

It is the policy of the firm for the principal-in-charge to be involved in all major design decisions of each project and to be the primary client contact. Regular in-house project meetings ensure that assigned staff are informed of all decisions and that the drawings and specifications are coordinated. The quality of their documents not only sets them apart from other firms, it helps to ensure minimal change orders for their clients.

The company has built a reputation for completing projects on time and on budget. Part of what gives the firm this ability is the knowledge of its principals, each having worked as tradesmen prior to embarking into architecture. Their hands-on experience allows them to understand exactly how structures are put together and, equally important, how to communicate with the contractors on a level that is neither intimidating nor counter-productive.

They firmly believe that the relationships among all members of the project team, especially Owner / Architect / Contractor, should be cordial and complementary, where all parties function as a team to achieve a common goal. Arcari + Iovino Architects, PC continually proves this principle with the successful completion of each new project.

The firm is a member of the US Green Building Council and principal Anthony Iovino is a LEED accredited professional.



Hasbrouck Heights Municipal Complex



Tenaflly Police Department



Hasbrouck Heights Safety Complex



Glen Rock Municipal Court

understanding clients' needs

Resume

arcari iovino

ARCHITECTS PC

Anthony Iovino, AIA, PP, LEED, CID *Founding Partner*

Since Arcari + Iovino Architects were formed in 1992, Mr. Iovino has maintained a central role in the firm's operation and serves as one of its primary designers. He is a registered architect in New Jersey and New York as well as a licensed Professional Planner and Certified Interior Designer. Understanding the demand and importance of sustainable, energy efficient designs, he was certified as a Leadership in Energy and Environmental Design (LEED) professional in 2006.

In 2011 the company was named the **Firm of the Year** by the New Jersey-American Institute of Architects. Mr. Iovino's instinctual leadership has steered him toward management roles in the AIA's Northern New Jersey chapter where he has served as a trustee, treasurer, and president. He also proudly serves on the boards of the Adler Aphasia Center in Maywood, the Art School at the Old Church in Demarest, as well as the Meadowlands Regional Chamber of Commerce.

With his extensive library design experience, Mr. Iovino has participated in several New Jersey Library Association conferences regarding the future of library design. The company also provides services for municipal and non-profit organizations throughout our area.

Project Experience (partial list)

Municipal / Community / Recreation

Bergenfield Community/Recreation Center, Bergenfield, NJ
Cliffside Park Recreation Center, Cliffside Park, NJ
Edgewater Municipal Building, Edgewater, NJ (LEED)
Hasbrouck Heights Municipal Complex, Hasbrouck Heights, NJ
Haverstraw Recreation Complex, Haverstraw, NY
Ice House Fitness Center, Hackensack, NJ
Paramus Senior Center Expansion, Paramus, NJ
Teaneck Municipal Complex, Teaneck, NJ
Davis Johnson Park Community Center, Tenafly, NJ

Public Safety

Edgewater Fire Department, Edgewater, NJ
Hackensack Police Training Facility, Hackensack, NJ
Hasbrouck Heights Public Safety Building, Hasbrouck Heights, NJ
Holmdel Firehouse, Holmdel, NJ
Plainsboro Fire District #1, Plainsboro, NJ
Teaneck Municipal Complex, Teaneck, NJ
Tenafly Police Department, Tenafly, NJ



Registrations

- *Registered Architect*
New Jersey, New York
- *Licensed Professional Planner*
New Jersey
- *Certified Interior Designer*
New Jersey
- Certified, National Council of
Architectural Registration Boards
- LEED Accredited Professional

Education

- 1988 Pratt Institute
Bachelor of Architecture
(Highest Honors)
- 1983 Union County College
Associates-in-Arts,
Architectural Engineering

Affiliations

- American Institute of Architects
- NCARB
- Architects League of Northern NJ
President 2003, Trustee, and
Treasurer 1998-2000
- AIA - New Jersey,
Board Member 2021
- 200 Club of Bergen County
- Meadowlands Regional Chamber
of Commerce, Board Member
- Adler Aphasia Center,
Board Member

Resume

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ARCHITECTS P.C.

Dariusz Bona, RA

Partner

Mr. Bona has worked with Arcari + Iovino Architects, P.C. since 2001 while completing his degree in architecture and joined the company staff on a full-time basis in 2006.

Mr. Bona's project experience includes a wide range of project types, making him a versatile part of any project team. His duties range from schematic design to the creation of final construction documents; he also provides construction administration services and research, and generates cost estimates.

His years of architectural experience have helped Mr. Bona to develop unique skills and a strong design portfolio. He is particularly adept at rapid response to assignments and easily adapts to projects with aggressive deadlines, while maintaining a creative and efficient approach to design. Mr. Bona is an expert in computer modeling software packages and hand drawn art. He produces high-impact graphic material for client presentations and for the firm's marketing needs.

Project Experience (partial list)

Municipal / Community / Recreation

Cliffside Park Recreation Center, Cliffside Park, NJ
Edgewater Borough Hall, Edgewater, NJ
Paramus Senior Center Expansion, Paramus, NJ
South River Human Services Building, South River, NJ
Spotswood EMS Building, Spotswood, NJ
Teaneck Fire Dept. #4, Teaneck, NJ
Tenafly Police Department Renovations, Tenafly, NJ

Library

Cliffside Park Public Library and Borough Hall, Cliffside Park, NJ
Fort Lee Public Library, Fort Lee, NJ
Holmdel Public Library, Holmdel, NJ
Paramus Public Library, Paramus, NJ
South River Public Library, South River, NJ

Religious

Korean Presbyterian Church, Oakland, NJ
St. Gabriel's Church, Hackensack, NJ
Zichron Mordechai Synagogue, Teaneck, NJ



Registrations

- *Registered Architect,*
New Jersey

Education

2006 Gdansk University of
Technology, Poland
Master of Architecture
and Urban Planning

Notable Honor

2003 First Prize, Group Project,
"Grand Central Station,"
Gdynia, Poland

Resume

arcari iovino

ARCHITECTS PC

Christina Kavanagh, AIA *Senior Technical Staff*

Christina began her career with Arcari + Iovino Architects in 2018 as a summer intern in between semesters at the University of North Carolina at Charlotte. She returned as an intern for several summers until she joined the staff full time after her graduation in 2021. In 2023, Christina became a WELL Accredited Professional, focusing on health and wellness in buildings and communities.

Throughout her time at Arcari + Iovino, Christina has worked on a range of projects including libraries, multi-family residential and religious buildings. This broad experience has shaped her eye for detail and developed her technical abilities. Thanks to her experience and the support of the office, Christina is currently pursuing her architecture license.

Project Experience (partial list)

Municipal / Library

Dixon Homestead Library, Dumont, NJ
Franklin Lakes Public Library, Franklin Lakes, NJ
Mamaroneck Public Library, Mamaroneck, NY
Roseland Public Library, Roseland, NJ
South Brunswick Public Library, South Brunswick, NJ

K-12 / Higher Education

St. Thomas Aquinas College, Sparkill, NY

Retail / Corporate

JST Engineering Center, Detroit, MI
Minamoto Kitchoan, New York City, NY
Royal Master Grinders, Oakland, NJ



Registrations

International WELL Building
Institute, WELL AP

Education

2021 University of North
Carolina at Charlotte,
Bachelor of Architecture

Affiliations

American Institute of
Architects, Associate AIA
AIA NJ Emerging Professionals
Committee

Client List – Feasibility/Planning Studies

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ARCHITECTS PC

Atlantic City Public Library
Atlantic City, NJ

Facility study and design of interior renovations

Bergenfield Public Library
Bergenfield, NJ

Facility study and design of 33,000 s.f. addition and renovation

Bergenfield Community / Recreation Center
Bergenfield, NJ

Schematic design of recreation facility

Berkeley College
Various Locations in NY, NJ

Master Plan study of 40-acre campus, new road network, and building locations

Berkeley Heights
Berkeley Heights, NJ

Design of new 55,000sf municipal complex including police, court, administration, library and community center

Bound Brook Memorial Library
Bound Brook, NJ

Facility study and design of proposed addition and renovations

Bridgewater Public Library
Bridgewater, NJ

Study and design for addition and renovation

Carlstadt Public Library
Carlstadt, NJ

Needs assessment of library and design of interior modifications

Closter Public Library
Closter, NJ

Feasibility study and design of new addition

Daniel Webster School
New Rochelle, NY

Feasibility study for ADA accessibility and design of new addition

Demarest Public Library
Demarest, NJ

Feasibility study for ADA accessibility and design of new addition

Dumont Municipal Building
Dumont, NJ

Needs assessment study for a new municipal complex

Emerson Borough Hall
Emerson, NJ

Space needs study of the borough offices and police department for an expansion or new municipal building

Franklin Lakes Borough <i>Franklin Lakes, NJ</i>	<i>Study of borough buildings including DPW, fire, police, and municipal buildings</i>
Garfield Public Library <i>Garfield, NJ</i>	<i>Design study for improvements, ADA accessibility</i>
Hackensack Police Training Academy <i>Hackensack, NJ</i>	<i>Design study for an addition and design of a new building</i>
Hackettstown Public Library <i>Hackettstown, NJ</i>	<i>Feasibility study for design of addition and ADA accessibility improvements</i>
Haddonfield Public Library <i>Leonia, NJ</i>	<i>Design study for an addition and preliminary site evaluation on two potential sites for a new library building</i>
Haverstraw Public Library <i>Haverstraw, NY</i>	<i>Design study and renovation to historic library</i>
Haverstraw Recreation Center <i>Haverstraw, NY</i>	<i>Conceptual design study and analysis of a 71,000 s.f. complex including pool, ice rink, and gym areas</i>
Haworth Municipal Library <i>Haworth, NJ</i>	<i>Study and design of two additions and renovation</i>
Highland Park Public Safety Building <i>Highland Park, NJ</i>	<i>Needs assessment and design study for police, fire, and ambulance buildings</i>
JFK Memorial Library <i>Wallington, NJ</i>	<i>Conceptual design for a new library</i>
Johnson Public Library <i>Hackensack, NJ</i>	<i>Feasibility study for main entrance</i>
Keio Academy of New York <i>Purchase, NY</i>	<i>Master plan studies for a cafeteria and student recreation center</i>
Leonia Borough <i>Leonia, NJ</i>	<i>Needs Assessment for a New Police Headquarters Building</i>

Little Ferry Public Library
Little Ferry, NJ

Feasibility study and design for addition and renovation

Livingston Public Library
Livingston, NJ

Needs assessment and planning study for future modifications

Marlboro Police Department
Marlboro, NJ

Study for building expansion

Metuchen Public Library
Metuchen, NJ

Design study of the library's lower level

Middletown Township
Middletown, NJ

Needs assessment study for a new Town Hall/Police Department complex

Molloy College
Rockville Centre, NY

Conceptual design study for future expansion

Mount Laurel Library
Mount Laurel, NJ

Planning study of the feasibility for an addition and major renovation

Mountain Lakes Borough Hall
Mountain Lakes, NJ

Needs assessment for renovation and expansion of borough hall, police, fire, and Board of Education

North Brunswick Library
North Brunswick, NJ

Needs assessment and design study for future new building

North Castle Public Library
Armonk, NY

Needs assessment for future department renovations

Norwood Public Library
Norwood, NJ

Design study for future expansion

Old Tappan Police Department
Old Tappan, NJ

Space needs study for future expansion of police headquarters

Parsippany Public Library
Parsippany, NJ

Needs assessment and schematic design

Ridgefield Public Library
Ridgefield, NJ

Needs assessment, feasibility study, and design of new library

River Edge Public Library
River Edge, NJ

Design study for a multipurpose room

River Vale Police Department
Rutherford, NJ

Space needs study for future expansion of police headquarters

Saddle Brook Public Library
Saddle Brook, NJ

Feasibility study for library expansion

Sayreville DPW
Sayreville, NJ

Design study for a new 60,000sf DPW facility

Scotch Plains Public Library
Scotch Plains, NJ

Design study for new 13,000 s.f. addition; needs assessment

Somerset County Library
Somerset County, NJ

Needs assessment and schematic design of two branch libraries

South River Public Library
South River, NJ

Study and design of addition and renovation to existing building

Springfield Public Library
Springfield, NJ

Study for new ceilings & lighting and ADA compliance lobby restrooms

St. Thomas Aquinas College
Sparkill, NY

Master plan study of 48-acre campus including new roads, walkways, and buildings

Sussex County Library System
Sussex County, NJ

Study of three libraries within the county library system

Teaneck Municipal Complex
Teaneck, NJ

Study of the need and configuration of the administration, police, fire, and library departments.

Teaneck Public Library
Teaneck, NJ

Design study for a quiet reading room

Tenaflly Police Department
Tenaflly, NJ

Study for expansion of department facilities and police department addition

Tenaflly Public Library
Tenaflly, NJ

Multiple projects including a new addition; redesign of adult/staff interior; children's' area

Waldwick Public Library
Waldwick, NJ

Study and design of a new addition and renovation of entire building

Borough of Wanaque
Wanaque, NJ

Needs analysis and study of a new municipal/police building and community center

Warren Township Public Library
Warren Township, NJ

Needs assessment study; design of addition and renovation

Watchung Library
Watchung, NJ

Needs assessment; study and design of addition and renovations

Wayne Public Library
Wayne, NJ

Design study for future improvements

West Milford Library
West Milford, NJ

Needs assessment; study and design of new library

Woodbridge Public Library
Woodbridge, NJ

Design study for three branch libraries and ADA restroom renovations at the Iselin Branch Library

Woodland Park Library
Woodland Park, NJ

Needs assessment and study

Client List – Municipal Buildings

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Asbury Park Transportation Center
Asbury Park, NJ

Design of new social services offices; interior renovations to the Asbury Park Transportation Center

Bayshore Regional Sewerage Auth.
Union Beach, NJ

Administrative building Roof replacement

Bergen County Police & Fire Academy
Mahwah, NJ

Design of a new 9/11 memorial at the county police and fire academy on behalf of the Bergen County 200 club.

Bergen Community College
Paramus, NJ

Design of 50,000sf Sidney Silverman Library renovation and Learning Center relocation

Bergenfield Community / Recreation Center
Bergenfield, NJ

Schematic design of recreation facility

Bergen County Utilities Authority
Little Ferry, NJ

Lower level restoration relating to Hurricane Sandy damage

Bergen County Housing Authority
Hackensack, NJ

ASA evaluations and modifications to all entrance doors

Berkeley Heights Municipal Complex
Berkeley Heights, NJ

Design of new 55,000sf municipal complex including police, court, administration, library and community center

Bogota Ambulance Corps.
Bogota, NJ

Renovation of a 2-bay garage, support spaces and community room

Bogota Police Department
Bogota, NJ

Renovation of the lobby and command center, administrative offices

Cliffside Park Housing Authority
Cliffside Park, NJ

Multiple modernization projects completed through three 1-year contracts

Cliffside Park Borough Hall
Cliffside Park, NJ

Interior renovations to repair damage from Hurricane Sandy as well as various interior/exterior improvements

Dumont Municipal Building
Dumont, NJ

Needs assessment study for a new municipal complex

Edgewater Municipal Building <i>Edgewater, NJ</i>	<i>Design of a new LEED certified municipal building and police station</i>
Edgewater Fire Department <i>Edgewater, NJ</i>	<i>Adaptive reuse of an existing warehouse building as a new firehouse</i>
Edgewater Community Building <i>Edgewater, NJ</i>	<i>Modifications to Shady Side firehouse for use as a community building</i>
Emerson Borough Hall <i>Emerson, NJ</i>	<i>Space needs study of the borough office and police department for an expansion or a new municipal building</i>
Englewood Police Department <i>Englewood, NJ</i>	<i>Modifications to the Police dispatch area and detectives area; roof replacement</i>
Fairview Borough Hall <i>Fairview, NJ</i>	<i>Renovations to borough hall facilities including new hydraulic elevator, ambulance garage addition, and courtroom renovations</i>
Fairview Firehouse <i>Fairview, NJ</i>	<i>Renovation and redesign of front façade</i>
Fort Lee Housing Authority <i>Fort Lee, NJ</i>	<i>Exterior modifications and waterproofing</i>
Franklin Lakes Park Support Bldg. <i>Franklin Lakes, NJ</i>	<i>Design of a 1-story masonry structure to house a concession stand, restrooms and general storage.</i>
Franklin Lakes Police Department <i>Franklin Lakes, NJ</i>	<i>Study for a new police building and ultimately the design of a new addition to accommodate DOC prisoner handling requirements</i>
Franklin Lakes Municipal Building <i>Franklin Lakes, NJ</i>	<i>Renovations throughout administration departments</i>
Franklin Lakes Fire Department <i>Franklin Lakes, NJ</i>	<i>Design of additions to 2 firehouses and roof replacement at both firehouse buildings</i>
Garfield Fire Department #2 <i>Garfield, NJ</i>	<i>Repair to Firehouse #2 interior stair</i>
Garfield Senior Center <i>Garfield, NJ</i>	<i>Design study for ADA modifications and front façade improvements</i>

Glen Rock Municipal Building
Glen Rock, NJ

Design of new addition and full renovation of existing Police/Municipal Building

Hackensack Police Training Building
Hackensack, NJ

Design of a new training office and outdoor firing range

Hasbrouck Heights Fire/Ambulance
Hasbrouck Heights, NJ

Design of temporary buildings for fire and ambulance equipment

Hasbrouck Heights Safety Building
Hasbrouck Heights, NJ

Design of new police, fire, ambulance and municipal court complex

Hasbrouck Heights Municipal Complex
Hasbrouck Heights, NJ

Design of a new 45,000s.f. municipal building including administrative offices, library and senior center

Highland Park Public Safety
Highland Park, NJ

Needs assessment and study of police, fire, and ambulance building

Holmdel Township
Holmdel, NJ

Design of a new recreation center; Multiple projects including building department renovations, courtroom renovations, Harding House improvements, DPW salt dome roof and EMS Building renovations

Housing Development Corporation of Bergen County
Hackensack, NJ

Multiple projects including new construction and renovations of facilities throughout the county

Lake Como Borough Hall
Lake Como, NJ

Design of a new 5,000sf multi-story borough hall building

Leonia Borough Hall
Leonia, NJ

Elevator addition to Borough Hall

Leonia Police / Court Building
Leonia, NJ

Design of a new state of the art 2-story, 16,000sf police and court building

Leonia Senior Center
Leonia, NJ

Interior renovations throughout the senior center building

Little Ferry Board of Education
Little Ferry, NJ

Memorial School gym repairs due to Hurricane Sandy damage; fire alarm system replacement

Marlboro Police Department
Marlboro, NJ

Design of police and building department renovation

Middlesex County Utilities Authority
Sayreville, NJ

Design of improvements to the existing Aerated Grit Chamber Building & new grit chamber building located within the MCUA complex.

Middlesex County Utilities Authority
Sayreville, NJ

Women's restroom alterations at MCUA's operations building

Middlesex County Utilities Authority
Sayreville, NJ

Analysis of existing means of egress at MCUA's maintenance building

Middletown Township
Middletown, NJ

Design of a new 50,000sf Town Hall / Police Department complex

Monroe Senior Center
Monroe Township, NJ

Architectural administration services during the construction of a new 26,963sf senior activity & transportation center.

Moonachie DPW
Moonachie, NJ

Design of a new DPW facility in cooperation with the Port Authority of NY/NJ

Mountain Lakes Borough Hall
Mountain Lakes, NJ

Renovation and expansion of the borough hall facility including police and fire department

New Jersey State Police
Port Newark, NJ

Design of new generator and electrical system

Norwood Municipal Building
Norwood, NJ

Borough Architect, Design of courtroom upgrades& custom dais; roof replacement

Old Tappan Police Department
Old Tappan, NJ

Space needs study for future expansion of the police headquarters

Palisades Park Municipal Complex
Palisades Park, NJ

Design of a new 100,000sf borough hall, police, court, fire department & library

Paramus Senior Center
Paramus, NJ

Design of a 2-story, 6,000sf addition to the existing senior center building

Philadelphia Fire Department <i>Philadelphia, PA</i>	<i>NFPA condition assessment of the City's live fire training facility</i>
Ridgefield Park Ambulance Corps. <i>Ridgefield Park, NJ</i>	<i>Addition and barrier-free renovation to ambulance facility and rescue squad building</i>
Ridgefield Park Civic Center <i>Ridgefield Park, NJ</i>	<i>Elevator addition, restrooms, and barrier-free modifications</i>
River Vale Police Department <i>River Vale, NJ</i>	<i>Space needs study for future expansion of the police headquarters</i>
Rutherford Police Department <i>Rutherford, NJ</i>	<i>Electrical and HVAC Improvements</i>
Sayreville DPW <i>Sayreville, NJ</i>	<i>Design study of new 60,000sf DPW facility</i>
Water Treatment Offices and Garage <i>Sayreville, NJ</i>	<i>Design of new offices and garage which occupies the former Sayreville water treatment plant</i>
Senior Citizens' Center <i>Hasbrouck Heights, NJ</i>	<i>Weather proofing and remedial work throughout the facility</i>
South River Human Services <i>South River, NJ</i>	<i>Storm damage repairs to the Human Services Building</i>
Tenafly Police Department <i>Tenafly, NJ</i>	<i>Design of a new police department facility and renovation of adjacent borough hall offices</i>
Teaneck Municipal Complex <i>Teaneck, NJ</i>	<i>Master plan for municipal complex buildings, design of new municipal building addition, improvements to war memorial</i>
Teaneck Fire Department <i>Teaneck, NJ</i>	<i>Renovation to Firehouse #4</i>
Teaneck Police Department <i>Teaneck, NJ</i>	<i>Study and design of a new HVAC system</i>
Upper Saddle River Police Department <i>Upper Saddle River, NJ</i>	<i>New sally port addition and interior renovations to the police building per the DOC requirements</i>

Upper Saddle River DPW
Upper Saddle River, NJ

Roof replacement at DPW building

Walker Street Firehouse
Fairview, NJ

Structural repairs and redesign of front façade of building

Wanaque Firehouse #2
Haskell, NJ

Addition and renovation to existing firehouse building

Washington Township DPW
Washington Township, Bergen Cty, NJ

Conceptual design for a new DPW facility

Waterfront Commission of NY Harbor
Port Newark, NJ

Design of new police facility overseeing the Port Newark waterfront

Client List – Community/Recreation

arcari iovino

ARCHITECTS PC

Allamuchy Mountain State Park
Sussex County, NJ

Renovation and alterations to the Meeting House at Waterloo Village

Bayonet Farm Harding House / Barn
Holmdel Township, NJ

Renovations to the Harding House and barn located at Bayonet Farm

Bergenfield Community/Recreation Center
Bergenfield, NJ

Schematic design of recreation facility

Berkeley College
Woodland Park, NJ

Master Plan and study of campus gymnasium, dining hall, and recreation center

Berkeley Heights Municipal Complex
Berkeley Heights, NJ

Design of a new 55,000sf municipal complex including police, court, administration, library and community center

Bergen Community College
Paramus, NJ

Conceptual design of a 9,500 s.f. addition to the Fitness/Wellness Center

Boathouse at Andreas Park
Teaneck, NJ

Design of a new boathouse building for the Teaneck Rowing Club

Cliffside Park Recreation/Education Ctr
Cliffside Park, NJ

Design of a new 82,000 s.f. multi-purpose facility including public library/museum, recreation center & elementary school

Edgewater Recreation Center
Edgewater, NJ

Modifications to existing recreation center

Essex & Nishuane Park Pool Buildings
Montclair, NJ

Renovations to two park pool buildings

Franklin Lakes Park Support Building
Franklin Lakes, NJ

Design of a 1-story masonry structure to house a concession stand, men's / women's public restrooms and general storage.

Garfield YMCA Annex
Garfield, NJ

Renovation of retail space into a full-service YMCA facility

Garfield Senior Center
Garfield, NJ

Design study for ADA modifications and front façade improvements

Hackensack Cultural Arts Center <i>Hackensack, NJ</i>	<i>Addition to production/stage area for public performances at the center</i>
Haverstraw Recreation Complex <i>Haverstraw, NY</i>	<i>Conceptual design study and needs analysis of 70,000 s.f. complex, including pool, ice rink, and gym areas</i>
Hasbrouck Heights Park <i>Hasbrouck Heights, NJ</i>	<i>Design of new comfort station</i>
Historic New Bridge Landing <i>River Edge, NJ</i>	<i>Design of a new visitor's center</i>
Housing Development Corporation of Bergen County <i>Old Tappan, NJ</i>	<i>Design of new senior center including laundry, gathering space, gazebo, parking, and offices.</i>
Ice House Fitness Center <i>Hackensack, NJ</i>	<i>13,000 s.f. renovation included a new fitness center, juice bar, and offices</i>
Leonia Senior Center <i>Leonia, NJ</i>	<i>Interior renovations throughout the senior center building</i>
Korean Presbyterian Church of NJ <i>Oakland, NJ</i>	<i>Design of a new 32,800 s.f. church facility including an indoor recreation facility with basketball courts, rock climbing, and multi-purpose spaces</i>
Manchester United – P.S. 72 Field <i>New York, NY</i>	<i>Design of a rooftop soccer facility for use by the Manchester United soccer club.</i>
Millburn Bauer Community Center <i>Millburn, NJ</i>	<i>Interior renovations to the gym and storage room.</i>
Old Tappan Senior Activity Center <i>Old Tappan, NJ</i>	<i>Design of a new senior center including laundry, gathering space, gazebo, offices and parking</i>
Orangeburg Racquet Club <i>Orangeburg, NY</i>	<i>Design of a new racquet club facility</i>
Paramus Senior Center <i>Paramus, NJ</i>	<i>Design of a 2-story addition, 3,000sf per floor and renovations to the senior center building</i>

Ridgefield Park Civic Center
Ridgefield Park, NJ

Elevator addition, restrooms, and barrier-free renovations

River Vale Community Center
River Vale, NJ

Design of a new 4,600 s.f. flexible space community center

River Vale Amphitheater
River Vale, NJ

A 250 person outdoor amphitheater carved out of a natural slope to be used for concerts, movies, graduations and other township events.

Syriac Orthodox Church
Paramus, NJ

50,000 s.f. renovation of a five-story historic building which house the church administration offices and a community center

Teaneck – Richard Rodda Community Center
Teaneck, NJ

Roof and façade replacement and new interior operable partition walls

Tenafly Park Building
Tenafly, NJ

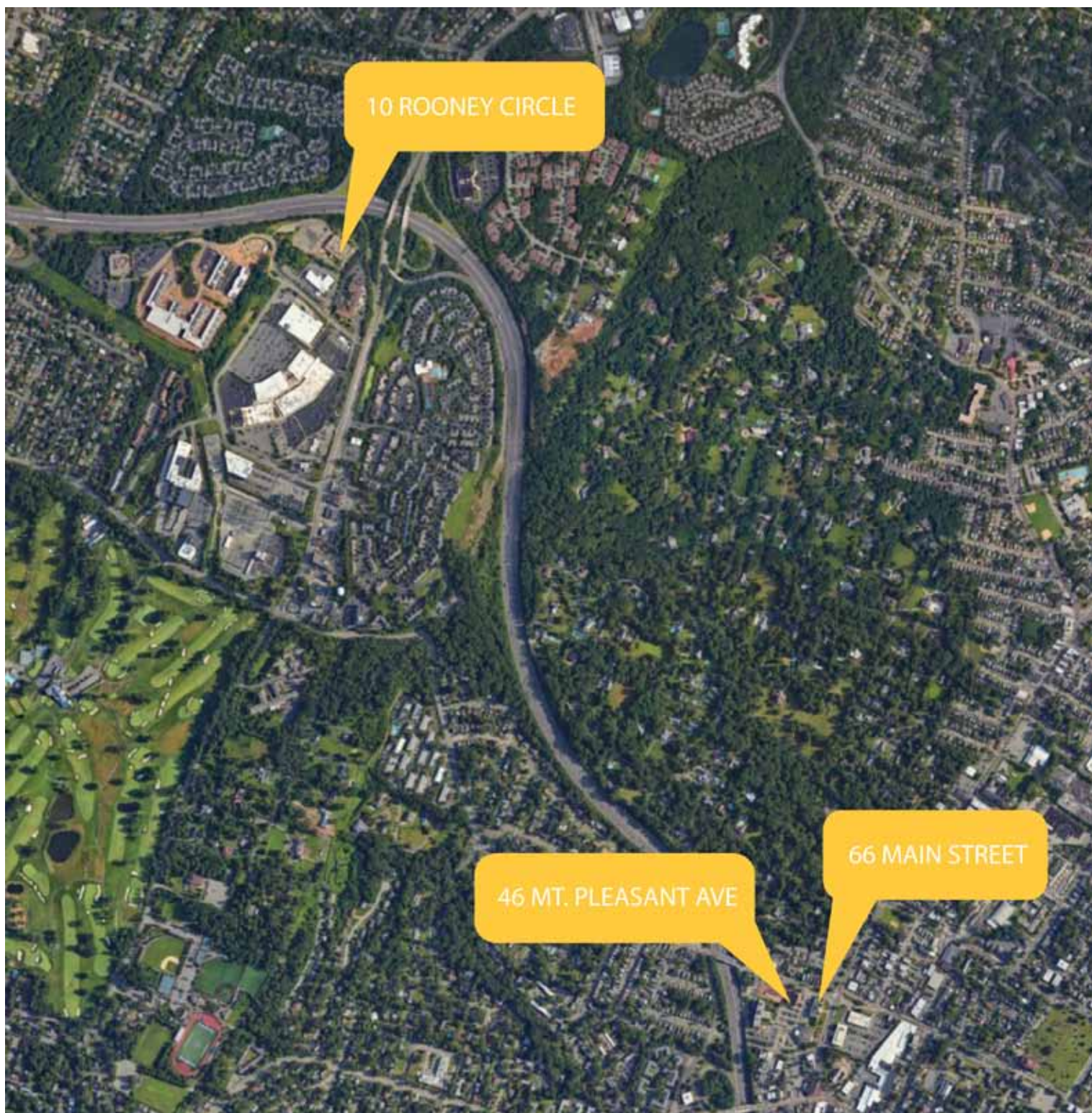
Design of the Davis Johnson Park and Gardens Building, emulating its original historical concept

St. Thomas Aquinas College
Sparkill, NY

Design of a new addition to the existing fitness center

Washington School
Little Ferry, NJ

Renovation of school gymnasium due to damage from Hurricane Sandy



12 July 2024

Zayibeth Y. Carballo,
Director/Municipal Engineer
The Township of West Orange
25 Lakeside Avenue
West Orange, New Jersey 07052

Dear Director Carballo,

It is with great pleasure that The Musial Group responds to the Township of West Orange Request for Proposal for Professional Architectural Services for a Feasibility Study. The Musial Group is pleased to present to the Township a talented and experienced team of Architects, Engineers, and Planners. Our team is experienced in working on municipal projects as well as renovations to existing buildings, enabling us to provide the Township with a comprehensive and holistic solution. The Musial Group has over 47 years experience in designing government buildings. Our experience working with multiple municipalities throughout the state may be leveraged to ensure that a solution is arrived at thoroughly and expeditiously to bring added value to the West Orange community.

The Musial Group was founded on a commitment to the formation of a well-considered, sustainable, and responsibly constructed built environment which may support and evolve with the Township's needs. Most importantly, our team is client-focused and dedicated to meeting and exceeding expectations. Our recent experience on a number of public safety projects- which included similarly scoped feasibility studies and existing conditions assessments- may be leveraged to ensure your project is approached with the appropriate level of expertise.

We are confident that we can help you achieve your goals in the most practical, cost effective and efficient way possible, ensuring that our design solutions speak to the values and principles set forth by the Township and its stakeholders. We would greatly appreciate the opportunity to bring our experience and expertise to your project and we sincerely look forward to starting our professional relationship.

Very truly yours,

The Musial Group p.a.



Noel S. Musial, A.I.A., PP, NCARB
President

Noel S. Musial, A.I.A., PP, NCARB
President
Noel Musial II, A.I.A., NCARB
Principal
Larry Lane, A.I.A.
Architect
191 Mill Lane
Mountainside, NJ 07092
t. 908.232.2860
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e. nsmusial@themusialgroup.com
w. themusialgroup.com

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EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

We thank the Township of West Orange for the opportunity to submit a proposal for Professional Architectural Services to undertake a feasibility study for the viable office space located within the buildings at 66 Main Street, 46 Mt. Pleasant Avenue and 10 Rooney Circle. Our expertise in the design/renovation of municipal and public safety facilities affords us the necessary knowledge and understanding for a project such as yours. We are confident that we can help you achieve your goals in the most practical, cost effective and efficient way possible, ensuring that our solutions speak to the values and principles set forth by the Township.

PROJECT TEAM DESCRIPTION

Founded in 1976, the firm provides architectural and engineering services to a variety of public and private sector clients throughout the State of New Jersey. For over four decades, governmental and civic projects have been a focus of the firm and are truly special to us, with our enthusiasm drawing from our desire to create spaces that foster community. Our office in Mountainside, NJ is conveniently located within 30 minutes of West Orange, which will allow us to accommodate any and all meetings, conferences, training and quick response during the course of the project design and analysis.

Noel S. Musial, A.I.A., PP, NCARB, President of The Musial Group, closely monitors each project to ensure that the integrity of budget and scheduling is maintained. His credentials as a licensed architect in NJ, NY, PA and CT, licensed planner in NJ, and past experience as a Mayor afford him a unique perspective and depth of knowledge regarding government operations including the approval and permit processes. Noel S. Musial will be the construction inspector and will also be responsible for quality control. Before the project is bid he will undertake a review of the plans and specifications for completeness as well as coordination. Mr Musial's over fifty years experience as a licensed architect make him ideally suited for the position.

Noel Musial, II, A.I.A., NCARB, Principal of The Musial Group, graduated from Rhode Island School of Design bringing with him an expertise in sustainable building practices.

Over the firm's 47 year history, The Musial Group has focused its efforts on projects within the public sector. Contributing to this realm is an opportunity to contribute to our community. This sentiment is shared by our employees and is the source of our vocation. The Musial Group's professional pursuits have been focused on the formulation of place-specific concepts that are sensitive to the existing built and social fabric. Our integrated design process is characterized by the inclusion of clients, stakeholders, and community representatives in the development of elegant solutions to complex design problems.

We understand that the intentions of the Township are to engage a professional design team with the requisite experience in projects of similar scope and type to undertake a conceptual feasibility study for improvements to the physical fabric and operations of the West Orange facilities. We are prepared to produce a feasibility report which will allow the governing body of the Township to consider strategic financial and physical planning options. We are well versed with experience in projects of similar scope and type and have recently completed feasibility studies for City of Hoboken, Township of Greenwich, City of Lambertville, among others. Much of our work is with public agencies within existing, and, at times, historic buildings. Our consideration of logistics, both from operational and constructability standpoints have led us to develop extensive phasing plans to ensure the continued operations of the workforce.

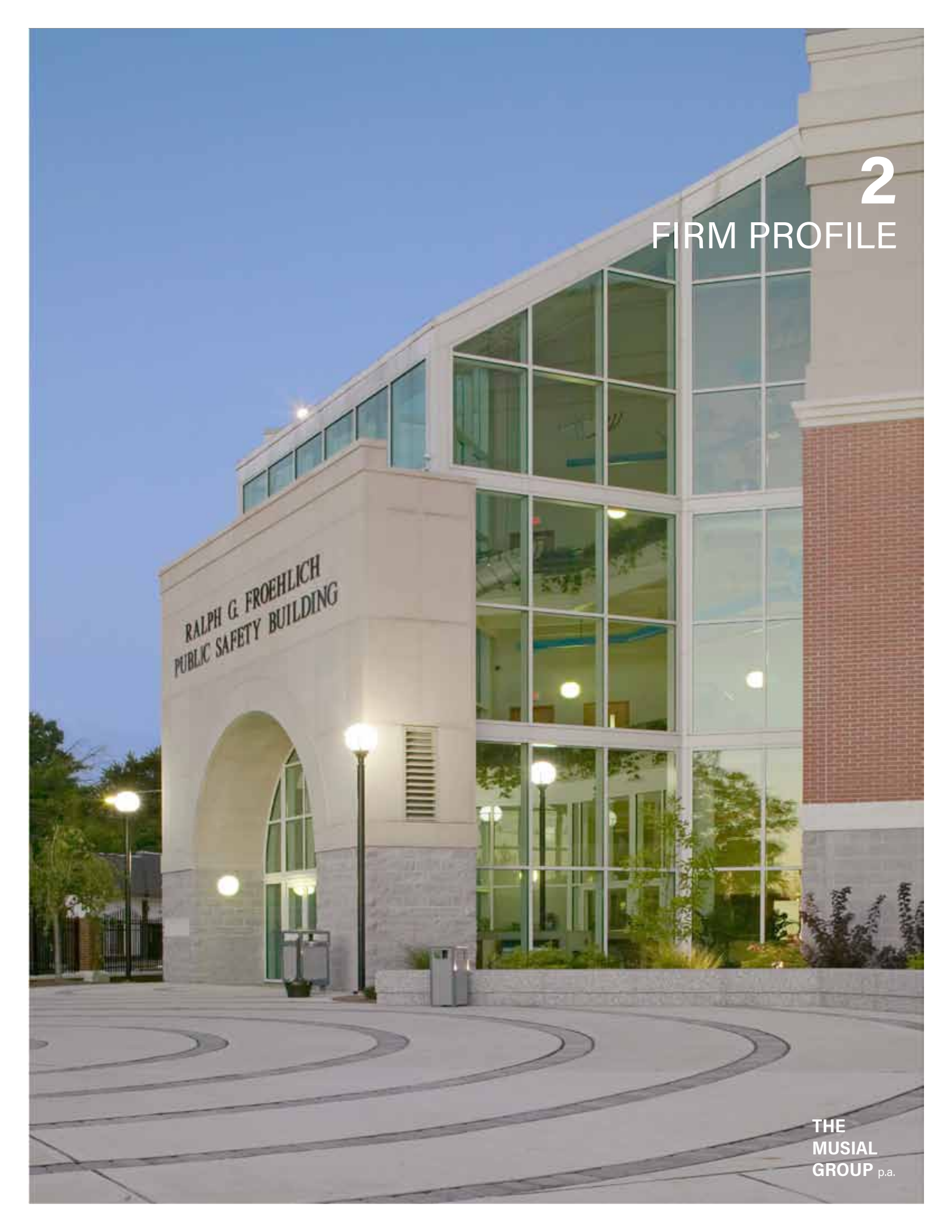
Our excitement lies in our dedication to providing well designed buildings and spaces that are sustainable, efficient and affordable, which will meet the Township's needs now and long into the future. With the help of our LEED certified staff, we strive to attain a balance between the economic, social and environmental factors that are integral to our design process.

RELEVANT QUALIFICATIONS

Our relevant project experience includes examples of our design in municipal projects. Considering the scope of the project for the Office Space feasibility study, we feel the projects listed below will attest to our experience with municipal facilities & existing conditions assessments. We believe a sustainable mindset attempts to fix, adapt, & re-use existing infrastructure and assets to the greatest extent possible. As such, many of our projects have an adaptive-reuse component to them. Addressing existing buildings inherently entails an assessment of their conditions and an evaluation as to how to achieve the greatest effect with an economy of means. Exemplary projects similar to the needs of the Township of West Orange project are listed below:

- Hightstown Borough Municipal Building & Police Substation Adaptive Reuse
- Orangetown Town Hall & Police Station Facilities Assessment & Adaptive Reuse
- Union County Police Headquarters
- New Providence Police Department
- Borough of Morris Plains Feasibility Study for addition and renovations to Police Headquarters and Borough Offices
- Hudson County Administration Building
- Township of Greenwich Facility Study for a new Municipal Complex
- City of Linden Police Feasibility Study
- Scotch Plains Municipal Building & Public Safety Planning Study
- Borough of Roselle Municipal Building
- Rochelle Park Police Substation and OEM Center
- City of East Orange Firehouse #1
- Hudson County Juneau Center Emergency Operations Center Adaptive Reuse
- Hudson County Lincoln Park Operations Center
- Union County Clerk, Records, Passport & Elections Divisions Renovations
- Jersey City City Hall Entrance Reconstruction
- Union County College Lessner Commons
- Union County Administration Building
- City of Hoboken Multi-Service Center
- Headstart of Morris County Classrooms Dover
- Garwood Athletic Complex
- YMCA of Westfield Rehabilitation
- Township of Brick Senior Center & EMS
- Township of Irvington Senior Citizens Center

A wide variety of awards and recognition attest to our past performance. Most importantly, our team is client-focused and dedicated to meeting and exceeding expectations. Our past projects are demonstrative of our ability to work intimately with user groups. Through a measured and analytical approach, our investigations have produced successful projects that promote the values and aspirations of our clients while being mindful of pragmatic aspects such as budget and schedule.



2

FIRM PROFILE

RALPH G. FROEHLICH
PUBLIC SAFETY BUILDING

THE MUSIAL GROUP p.a.



191 Mill Lane
Mountainside, NJ 07092
t. 908.232.2860
f. 908.232.2845
w. themusialgroup.com

Contact Person:

Noel S. Musial, A.I.A., President
p. 908.232.2860 ext.242 c: 908.510.6500

The Musial Group is an award winning architectural and engineering practice dedicated to providing socially and environmentally responsible built works. Founded in 1976, the firm provides architectural and engineering services to a variety of public and private sector clients. Over the firm's 46 year history, The Musial Group has focused its efforts on providing well-designed buildings that are sustainable, efficient and affordable, which meet our client's needs now and long into the future. The firm has (3) licensed architects on staff, plus sufficient technical and office personnel to handle your project.

Noel S. Musial, A.I.A., NCARB, PP, President of the firm, closely monitors each project to ensure that the integrity of budget and scheduling is maintained. His credentials as a licensed architect in NJ, NY, PA and CT, licensed planner and interior designer in NJ, and past experience as a Mayor, afford him a level of great expertise which he brings to all projects irrespective of size or sector.

Noel Musial, II, A.I.A., NCARB, Principal of The Musial Group, graduated from Rhode Island School of Design bringing with him an expertise in sustainable building practices.

Our integrated design process is characterized by the inclusion of clients, stakeholders, and community representatives in the development of comprehensive solutions to complex design problems. Through a measured and analytical approach, our investigations have produced successful projects that promote the values and aspirations of our clients while being mindful of pragmatic aspects such as project phasing, budget, and the need for continued operations during the construction process.

Our services include:

- Architecture
- Engineering
- Master Planning
- Interior Design
- Additions and Renovations
- Space Planning
- Programming
- Graphic Design
- Facility & Needs Assessment

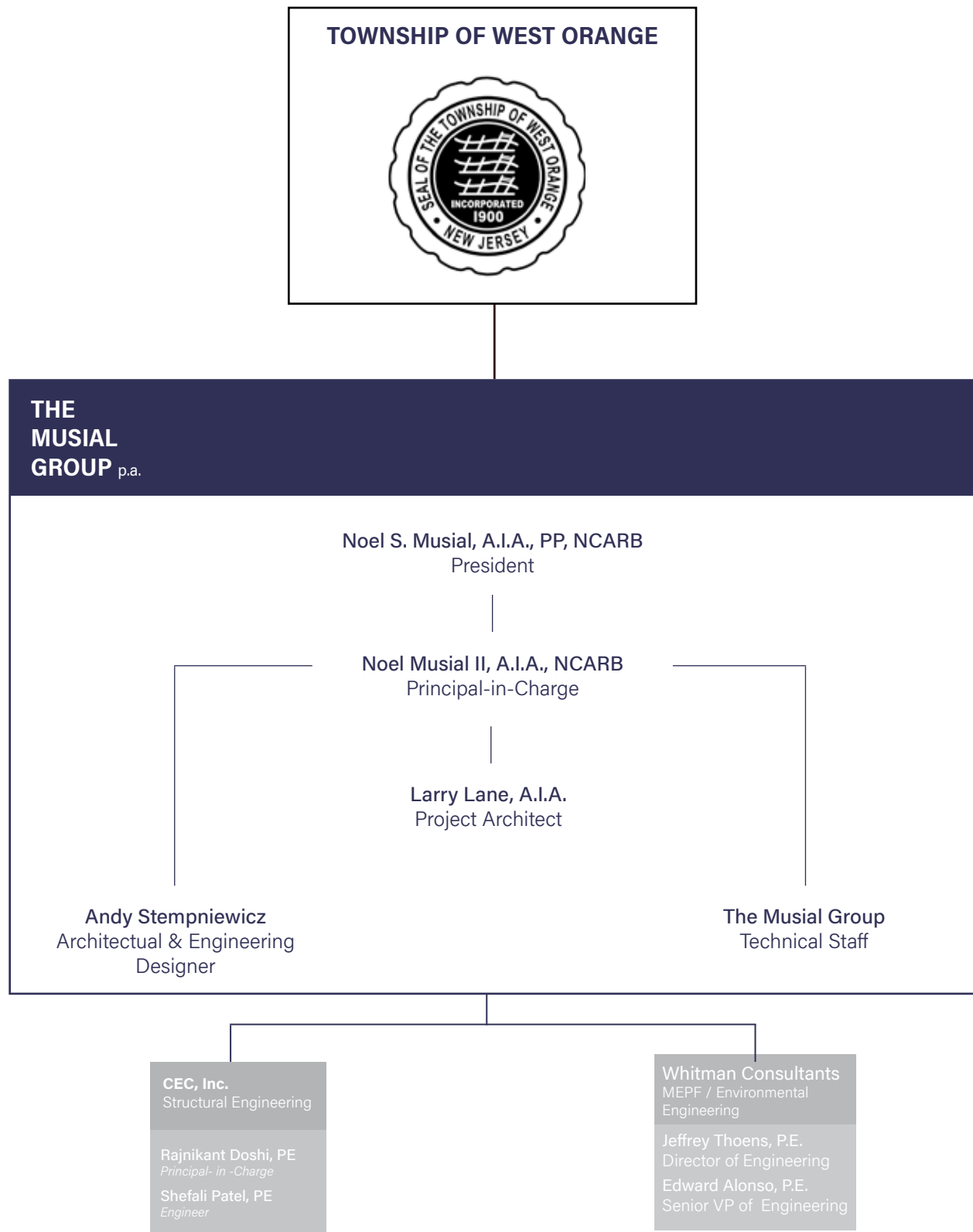
PUBLIC CLIENTS

Bound Brook Board of Education	Somerset County Board of Chosen Freeholders
Brick Township Board of Education	Union County Board of Chosen Freeholders
Clark Board of Education	Warren County Board of Chosen Freeholders
Dunellen Board of Education	Berkeley Heights, Township of
Eagleswood Board of Education	Bloomsbury, Borough of
Elizabeth Board of Education	Branchburg, Township of
Garwood Board of Education	Butler, Borough of
Green Township Board of Education	Cranford, Township of
Hillside Board of Education	Delaware River Port Authority
Irvington Board of Education	Elizabeth, City of
Jersey City Public Schools	Englewood, City of
Linden Board of Education	Flemington, Borough of
Manalapan-Englishtown Board of Education	Garwood, Borough of
Matawan Board of Education	Glen Ridge, Township of
Margate Board of Education	Hightstown, Borough of
Moonachie Board of Education	Hillside, Town of
Morris Plains Board of Education	Irvington, Town of
Mountainside Board of Education	Jersey City, City of
Northfield Board of Education	Kearny, Town of
North Brunswick Board of Education	Kenilworth, Borough of
North Caldwell Board of Education	Lyndhurst, Township of
Pleasantville Board of Education	Newark, City of
Roselle Board of Education	Passaic, City of
Roselle Park Board of Education	Perth Amboy, City of
Ridgefield Board of Education	Roselle, Borough of
Sea Isle City Board of Education	Roselle Park, Borough of
South Amboy Board of Education	Scotch Plains, Township of
Trenton Board of Education	Toms River, Township of
Ventnor City Board of Education	Trenton, City of
Wanaque Board of Education	Vernon, Township of
West Milford Board of Education	Weehawken, Township of
Westfield Board of Education	Westfield, Town of
Winfield Township Board of Education	Westwood, Borough of
Monmouth County Vocational School Board of Education	Winfield, Township of
Union County Vocational School Board of Education	Elizabeth Development Company
Kean College of New Jersey	Elizabeth Housing Authority
Ramapo College of New Jersey	Empire State Development Corporation, New York
Union County College	Naval Air Engineering Center, Lakehurst, NJ
Burlington County Board of Chosen Freeholders	New Jersey Department of Building and Construction
Hudson County Board of Chosen Freeholders	Princeton Regional Planning Board
Hunterdon County Board of Chosen Freeholders	Roselle Enterprise Zone Development Corporation
Monmouth County Board of Chosen Freeholders	Union County Improvement Authority
Morris County Board of Chosen Freeholders	United States Postal Service, Jersey City Post Office



3 PROJECT TEAM

THE
MUSIAL
GROUP p.a.



KEY TEAM MEMBERS

A key attribute that characterizes Musial Group projects is the continuity of staffing. As such, all Musial Group team members will be involved from the project inception through commissioning. This ensures no knowledge or insight is lost in translation while also maintaining an efficient workflow and the degree to which synergies and efficiencies are found and the ability to maintain a holistic view of the project is contingent on this attribute.

Our management system includes staffing and time analysis techniques to assist the project manager in monitoring the job progress. We utilize Microsoft Project software to schedule and allocate staff in addition to preparing and monitoring the design and construction schedules. Weekly staff meetings establish priorities and maintain a high quality service while also providing a venue for the formal exchange of ideas and concepts. This has resulted in a extensive list of satisfied clients whose projects were completed on time and within budget. At project milestones, and concurrent with the progression of the design team's efforts, internal reviews of consistency and accuracy are conducted by project architects and engineers not associated with the project. Additionally, in-house charrettes provide opportunities for peer-review, which offer objective criticism and perspective. Through a measured and analytical approach, our investigations have produced successful projects that promote the values and aspirations of our clients while being mindful of pragmatic and specialized issues that each project presents.

President - Noel S. Musial, A.I.A., PP, NCARB

Mr. Musial is a licensed architect, planner, and interior designer with over 40 years in the industry. His extensive background and hands-on approach to the design and administration of construction contracts ensures a quality of services and product. His credentials as a licensed architect in NJ, NY, PA, CT, licensed planner in NJ and past experience as a Mayor affords him a unique perspective and depth of knowledge regarding government operations.

Principal-In-Charge - Noel Musial, II, A.I.A., NCARB

As Principal-in-Charge, Noel will be involved in all aspects throughout the entirety of the project. His experience as project manager for our Hudson County projects as well as knowledge and expertise in sustainable building practices will offer insight and be a valuable resource towards the success of the project. As part of the project team, Noel will communicate directly with the Borough's representatives and coordinate with the Musial Group staff. Recently applicable projects of which Noel was the project manager include:

- Jersey City Rescue One Firehouse
- Hudson County OEM Juneau Center Facility
- Hudson County Administration Building Annex
- Union County Clerk and Records Room Historic Rehabilitation
- Morris County Courthouse Cuppola Restoration

Project Architect - Larry Lane, A.I.A.

As a Project Architect, Larry's experience has ranged over several market sectors, with public safety and administration projects becoming a focus. Larry will be the Design Team leader throughout the entirety of the

project. An effective communicator, Mr. Lane will work directly with the Owner's representatives and convey the design intent to the project team, while ensuring that the budget and schedule are properly managed. Larry has managed a staff of architects and designers on over \$26 million of tenant improvement and renovation projects. Recent applicable projects include:

- Morris County Facilities Assessment
- County of Monmouth Health Department Building
- City of Linden Police Headquarters Study
- Township of Orangetown Town Hall and Police Department Planning Study
- Township of Scotch Plains Municipal & Public Safety Study

MEPF Engineering Consultant - Whitman Engineers

Whitman is a full-service engineering, environmental, and energy design consulting firm established in 1985. Our staff is comprised of engineers, environmental specialists, scientists and geologists with broad experience and diverse backgrounds. Whitman's multi-disciplinary team allows us to offer our clients a full range of engineering and environmental services under one roof, and enables us to develop seamless solutions to meet our clients' long-term objectives.

Structural Engineering- CEC, Inc.

Founded in 1993 CEC Inc. has a well-earned reputation for the delivery of exceptional projects and has repeatedly assumed leadership on some of the world's most technically challenging projects. We advocate a comprehensive and inclusive approach to project development that involves all stakeholders, ensuring that the solutions we shape respond uniquely and appropriately to our clients' needs. Our engineering services are based on close to 20 years of experience working with municipalities, government agencies, schools, multinational companies and industrial concerns nation wide.

NOEL SERWIN MUSIAL, A.I.A., PP, NCARB

President

EDUCATION

Bachelor of Architecture 1967
Clemson University College of Architecture

Advanced Studies at the Harvard Graduate
School of Design

PROFESSIONAL REGISTRATIONS/ AFFILIATIONS

Licensed Architect:

New Jersey, 1970, #21AI00541500
New York, 1971, #011339-1
Connecticut, 1998, #9009
Pennsylvania, 1973, #RA006580B

Licensed Planner:

New Jersey, 1971, #33LI00101900

Licensed Interior Designer:

New Jersey, 2007, #21ID00012000

- National Council Architectural Registration Board (NCARB), 1971, #10577
- American Institute of Architects
- New Jersey Society of Architects
- New Jersey Society of Architects Board of Directors, past member Central Chapter, NJSA
- New Jersey Society of Professional Planners
- Liberty State Park Study and Planning Commission, past member
- Town Council of the Township of Scotch Plains, NJ, elected 1975 to 1979
- Mayor of the Township of Scotch Plains, 1976
- Mayor's Committee for Commercial Development of Elizabeth

YEARS IN THE INDUSTRY: 51

AREA OF EXPERTISE

Architecture
Planning
Interior Design

SUMMARY OF QUALIFICATIONS

Mr. Musial has an extensive background in design and a hands-on approach to the administration of construction contracts. He formed his architectural firm in Elizabeth, NJ in 1976 concentrating on schools, municipal facilities, banks and offices. Responsible for all phases of design for a variety of projects, contract negotiations and project management. Diverse design experience with design of education facilities, borough halls, police stations, post offices, vocational/ technical schools, recreation facilities, corporate offices and banks. Responsible for cost estimates, interior space planning and scheduling. Solely responsible for the administration of large projects within the firm.

KEY PROJECTS

- Union County Police Headquarters and Forensic Laboratory, Westfield, NJ. A new three-story police headquarters to house the Union County Police Command Center, Communications Department with Equipment Shop, Emergency Management Offices and Prosecutor's Forensic Laboratory
- The Juneau Center, Kearny, NJ. Emergency Operations Center for the County of Hudson.
- Union County Vehicle Storage Building, Westfield, NJ – new building LEED certified – Silver
- Linden Police Department - Space Planning and Programming for a new Police Headquarters, Linden, NJ
- Union County Fire Academy Burn Building - Renovation, Linden, NJ
- Township of Irvington Fire House, Irvington, NJ – Emergency Operations Center building
- Berkeley Heights Firehouse, Berkeley Heights, NJ - New firehouse provides offices, sleeping accommodations, storage space and 8,500 sq ft truck bay area for the Berkeley Heights Fire Department.
- Trenton Police Building, Trenton, NJ - Design for the renovation of an old firehouse for re-use by Trenton Police
- Union County Prosecutor's Office Narcotics Squad - Addition and Renovations, Union, NJ
- Union County Police Academy - Fire Alarm System Replacement, Scotch Plains, NJ
- Union County Prosecutor's Office - 40,000 sq ft renovation of offices for the County Prosecutor, Elizabeth, NJ
- 40 North Bridge Building, Somerville, NJ. Renovation of old Somerset County Administration Building to house Prosecutor's Offices, 911 Center and County Tax Offices
- County of Monmouth Hall of Records Renovation, Freehold, NJ

PROFESSIONAL EXPERIENCE

The Musial Group – 1976 to Present - President

Finne-Layman-Finne-Reese, Architects/Engineers

Assistant Secretary/Director of Design – 1971 to 1975

- Junior partner & Project Architect for education and corporate facilities
- Designed new Elizabeth High School in a three house concept. At the time this was designed it was the largest High School in the State
- Designed School No. 1 in Elizabeth, the first major community school in the State of New Jersey

Architectural Designer – 1967 to 1970

NOEL MUSIAL, II, A.I.A., NCARB

Principal-in-Charge

EDUCATION

Bachelor of Architecture 2004
 Bachelor of Fine Arts 2003
 Rhode Island School of Design,
 Providence, RI

Kyoto Seika University
 Kyoto, Japan 2002

The Cooper Union
 New York, NY 1998

PROFESSIONAL REGISTRATION

Licensed Architect:
 New Jersey, 2017, #21A102068500

YEARS IN THE INDUSTRY: 14

AREA OF EXPERTISE

Architecture Design
 Interior Design
 Planning
 Sustainable Design

SUMMARY OF QUALIFICATIONS

Noel's professional trajectory stems from the acknowledgement of the various economic, climactic and social forces that are embedded within each project. Each is seen as potential opportunity to enable a way of making to be of a specific place and time. As such, his training has led him to investigate advanced modeling, imaging, and fabrication software, within a craft-based framework. Noel served as Project Manager for multiple projects including the \$28 million Juneau Complex and the recent 40,000 square foot renovation of the Hudson County Administration Building Annex which is being completed through phase construction in the occupied building.

KEY PROJECTS

- Designer & Project Manager – Juneau Center – new office of Emergency Management for County of Hudson, new OEM Center Control, Kearny, NJ
- Designer & Project Manager – Hudson County Administration Building Annex: 40,000 sq. ft. renovation of occupied, existing administration building
- Designer & Project Manager – Lincoln Park Storage Building – New Construction: New facility will include offices, vehicle storage, workshops and a greenhouse for the Hudson County Parks Department.
- Designer & Project Manager – Union County College, Lessner Building – Addition and Renovation of first floor to provide new student commons and renovation of lower level
- Designer & Project Manager – Linden School No. 8 – Addition and Renovation, Linden, NJ
- Designer & Project Manager – Linden School No. 2 – Addition and Renovation, Linden, NJ
- Designer & Project Manager – Garwood Field House Complex, Garwood, NJ
- Designer – Veterans Fieldhouse, Kearny, NJ
- Residential Loft designed and built – Providence, RI
- Updated brand identity to be inclusive of new Beginning line of healthcare products. Designed and fabricated showroom prototypes for Maclaren, Inc. Norwalk, Ct, London, Paris, Köln
- Mixed Used Development High Rise, Elizabeth, NJ
- Planning Study for Redevelopment of City of Elizabeth Downtown Area
- Condominium Development in Plainfield, NJ
- Union County Vehicle Storage Building, Westfield, NJ
- Solar Decathlon-The RISD competition entry based on winning studio proposal, Washington D.C.

PROFESSIONAL EXPERIENCE

The Musial Group – 2004 to Present - Principal-in-Charge

Rhode Island School of Design, Providence, RI

- Guest Lecturer - Design Studio at RISD School of Architecture
- Visiting Critic (2006-2009) - Design Studio at RISD School of Architecture

LARRY LANE, A.I.A.

Project Architect

EDUCATION

Bachelor of Architecture 1982
Texas Tech University

PROFESSIONAL REGISTRATIONS

Licensed Architect:

New Jersey, 2002, #21AI01593800
New York, 1988, #019853-1

NCARB Certification

YEARS IN THE INDUSTRY: 36

AREA OF EXPERTISE

Architecture
Interior Design
Space Planning

SUMMARY OF QUALIFICATIONS

Mr. Lane is a registered architect with experience on a wide range of projects of varying scale. During the past 24 months Mr. Lane has managed a staff of architects and designers on over \$26 million of tenant improvement and renovation projects. His experience includes a thorough knowledge of working within landmark districts on the restoration of residential and commercial buildings.

KEY PROJECTS

- Linden Police Department - Programming & Space Planning, Linden, NJ
- Westfield Area YMCA - Renovations, Westfield, NJ
- Orangetown Town Hall and Police Department - Space Planning Study, Orangeburg, NY
- Monmouth County Veterans Memorial Building Renovation - Freehold, NJ
- LaFrak Organization Executive Offices at 40 West 57th Street, NY, NY
- Siris Capital Group, LLC (previously named the Citi Corp Building, NY, NY)
- JPMC Offices at 28 Liberty Street, New York, NY
- JPMC Offices at Metrotech, Brooklyn, NY

PROFESSIONAL EXPERIENCE

The Musial Group – 2016 to Present - Project Architect

JJ Falk Design LLC, New York, NY 2013-2015

Senior Project Manager

- Managed a staff of architects and designers on over \$26 million of tenant improvement and renovation projects including office interiors and high-end retail showrooms.

Lane Architecture + Design, PC, New York, NY 2000-2013

Principal

- Restoration of residential and commercial buildings in landmark districts
- Designed the Christie's Graduate School of Antiques (including school inspections, commercial, residential, retail, industrial, community centers, and adaptive reuse facilities).

Richard Mishan Designs, New York, NY 1999-2000

Project Architect: High-end retail stores and residential projects

Fox & Fowle Associates, New York, NY 1998

Job Captain: Class "A" office building, 3 Times Square

Stephen Sills Associates, New York, NY 1997-1998

Project Manager: High-end residential interiors

Leclerc Associates Architect, PC, New York, NY 1995-1997

Project Manager: High-end retail stores

I.M. Pei & Partners (Pei Cobb Freed & Partners), New York, NY 1988-1995

Designer: High-rise offices, office parks, museums, and a research center.

ANDREW J. STEMPNIEWICZ

Architectural/Engineering Designer

EDUCATION

Bachelor of Architecture, 1979
New Jersey School of Architecture (NJIT),
Newark, NJ

Master of Science in Computer Information
Science (MSCIS). 1986
New Jersey Institute of Technology (NJIT),
Newark, NJ

CERTIFICATIONS

Diploma in Network, Engineering and Data
Communications, 1997
The Chubb Institute, Parsippany, NJ

Novell CNE Certification, 1997

Microsoft MCP (Windows NT 4.0 Workstation,
Server and Enterprise) certification, 2000

Dell Optiplex and Latitude certifications, 2002

YEARS IN THE INDUSTRY: 36

SUMMARY OF QUALIFICATIONS

Mr. Stempniewicz produces architectural, mechanical and plumbing working drawings, design development, and presentation schematics for multi-use, multi-story residential, commercial, institutional, government facilities, educational, and recreational building complexes, using AutoCAD and Revit.

KEY PROJECTS

- Hudson County – Building 77, Kearny NJ
- Union County – Vehicle Storage Building, Westfield, NJ
- Morris County Central Avenue Complex renovations
- Morris County Law Library Conversion into Courtroom
- Hudson County - Washington Park Field House
- Linden Public Works - Warehouse
- Trenton Police Building
- City of Elizabeth – Miller Logan Evans Recreation Center, Elizabeth, NJ
- Union County – Chancery Courthouse Renovation, Elizabeth, NJ

PROFESSIONAL EXPERIENCE

The Musial Group - 2004 to Present - Architectural/Engineering Designer

RSVP CONSULTANTS, Inc., Elmwood Park, NJ

LKU GROUP, Inc., Elmwood Park, NJ - 1996 – 2004

Network, Desktop, AutoCAD 2000 Support

- Performed, developed, and maintained a computer network, data backup, and AutoCAD program and software customization for small engineering firms. Performed AutoCAD 2000 drafting of mechanical, electrical and plumbing plans, as well as architectural backgrounds setups.

TRANSNET CORP., Somerville, NJ - 1999 – 2003

Help Desk Network, Desktop Support at Schering Plough Corporation

- Provided hardware and software support for various window operating systems, software suites on Dell systems and HP printer hardware.
- 1997-1999 May - NT Rollout @ Merck-Medco Managed Care Corporation.
- Participated in a Team Leader capacity of rolling out Microsoft NT 4 workstations.

Bellemead Development Corp., Roseland, NJ

- 1993-1996 - Cad Network Administrator
- 1986-1993 - AutoCAD R12, R13 Lisp Programmer / Architectural Engineering Designer/Draftsman

DAY and ZIMMERMANN, INC., East Brunswick, NJ

1985 - 1986 - Architectural Engineering Draftsman

Sidney N. Garner, Consulting Engineer, Scotch Plains, NJ

1980-1985 - Engineering Designer Draftsman

Parker Associates, 17 Academy St., Newark, NJ

1979-1980 - Architectural Draftsman



EDWARD ALONSO P.E., C.E.M., LEED A.P.

Senior Vice President of Operations

PROFESSIONAL PROFILE

Mr. Alonso is Whitman's Senior Vice President of Operations and is responsible for the direction and growth of the firm's Environmental and Engineering Divisions. He plays a vital role on Whitman's Executive Leadership team, driving business development, assisting with marketing initiatives, and providing valued insight, leadership, and direction within the firm's engineering group.

Mr. Alonso has over 25 years of design and project management experience, including multi-discipline projects in various market sectors such as commercial, pharmaceutical, industrial, laboratories, and higher education. He has significant experience in fire protection, plumbing, HVAC design and controls, as well as energy modeling and auditing for mechanical systems.

PROFESSIONAL EXPERIENCE

Norfolk Street Development – Newark, NJ

Project Executive for the MEPF design for a new mixed-use apartment building with basement underneath. The building was a podium building with parking/retail/lobby at grade level with four floors of wood construction above the steel frame/composite slab. The project had 115 residential units and 50 parking spaces. The residential units were a mixture of studios, one-bedroom and two-bedroom units. The retail spaces shown on the first floor will be used as amenity spaces for the development. The design included all new building MEPF systems including a standby generator.

Cannabis Cultivation Facility – Rocky Hill, CT

Project Executive for MEPF design to renovate an existing 40,000 square foot warehouse for cannabis cultivation use. The MEPF design included new HVAC equipment, toilet rooms, building electrical service and gas-fired standby generator.

New Children's Village Center Design – Doylestown, PA

Project Executive for the MEPF design for a new children's early education building will be constructed and consist of a two-story, slab-on-grade building for an approximate total area of 42,000 square feet. The new building will include classrooms, infant/toddler rooms, kitchen, teacher lounge, offices, bathrooms, storage and mechanical/electrical areas. The design included all new building MEPF systems including a standby generator.

Cannabis Retail Space – Franklin, NJ

MEPF design for two existing retail spaces renovated to house a new cannabis retail location at an existing single-story, slab-on-grade strip mall. The total approximate floor area was 4,600 square feet. The proposed floor plan consisted of a sales floor, consumer waiting area, vault, break room, office, flex space, storage, security room and two single occupancy bathrooms.

Rutgers University Medical Science Building, Newark, NJ - Project Executive for replacement of entire fire alarm system in the existing 9-floor Medical Science Building consisting of lab spaces, offices, classrooms, vivarium spaces and ancillary areas on the Newark campus.



EDUCATION

B.E. Mechanical Engineering
Steven's Institute of Technology – 1997



PROFESSIONAL REGISTRATIONS AND CERTIFICATIONS

Registered Professional Engineer: NJ,
MD, NY, PA, HI, DE, CT, IL, VA, RI, FL,
MN, SC

Certified Energy Manager

LEED Accredited Professional



PROFESSIONAL ASSOCIATIONS

American Society of Heating,
Refrigerating and Air-Conditioning
Engineers (ASHRAE)

Association of Energy Engineers (AEE)



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Lehigh Valley, PA Office:
(484) 274-6863

www.whitmanco.com



Jeffrey Thoens, P.E., LEED A.P. BD+C

Director of Engineering

PROFESSIONAL PROFILE

Mr. Thoens has over 20 years of experience in electrical engineering systems. His responsibilities include lighting design, power design, solar design, and medium voltage design. For lighting design, Mr. Thoens selects, coordinates, and designs emergency lighting fixtures layouts to meet local code requirements. He performs photometric calculations for both building interior and exterior lighting designs. For power design, Mr. Thoens completes the layout and circuiting of electrical devices including refrigeration, HVAC, and cooking equipment. For solar design, he does medium voltage design, relay design, DC feeder sizing, DC fuse sizing, spring sizing, duct bank calculation, and pull calculations. For medium voltage designs, he completes protective relaying, MV equipment specifications, MV duct bank and cable ampacity calculations, and pole details.

Mr. Thoens' project experience includes design and project management of multi-discipline projects in various market sectors including: photovoltaic solar projects (ground mount, roof and carport designs); healthcare facilities; municipal facilities (fire houses, pumping stations); K-12 school projects; higher educational projects; office fit-outs; food processing facilities; retail including big box stores and super markets; warehouses/distribution facilities; multiple family residential projects; and mixed used buildings.

PROFESSIONAL EXPERIENCE

Norfolk Street Development – Newark, NJ

Project consisted of a podium building with 115 residential units and 50 parking spaces, parking/retail/lobby at grade level with four floors of wood construction above the steel frame/composite slab. Designed the electrical service for the facility consisting of 3,000 amp 208Y/120 volt service. Sized and specified a generator to provide backup power to elevators, fire alarms and some standby loads. Supervised junior staff in the design of lighting controls and circuiting of new lighting, HVAC equipment and receptacles.

Cannabis Cultivation Facility – Rocky Hill, CT

Project consisted of renovating an existing 40,000 square foot warehouse into an indoor cannabis cultivation facility. Designed the electrical service upgrade for the facility consisting of two 4,000 amp 480Y/277 volt services, both of which were fully backed up by generators which were sized and specified by Mr. Thoens. Designed the distribution and feeders for new HVAC equipment and supervised junior staff in the circuiting of new lighting and miscellaneous power.

New Children's Village Center Design – Doylestown, PA

Electrical engineer for the design for a new children's early education building will be constructed and consist of a two-story, slab-on-grade building for an approximate total area of 42,000 square feet. The new building will include classrooms, infant/toddler rooms, kitchen, teacher lounge, offices, bathrooms, storage and mechanical/electrical areas. Designed the electrical service for the facility consisting of a 1,200 amp 208Y/120 volt service. Sized and specified a standby generator to provide backup power. Supervised junior staff in the design of lighting controls and circuiting of new lighting, HVAC equipment and receptacles and performed code review for the fire alarm system and located the fire alarm devices.



EDUCATION

B.E. Architectural Engineering Technology
Vermont Technical College



PROFESSIONAL REGISTRATIONS AND CERTIFICATIONS

Registered Professional Engineer: NJ,
CT, DE, GA, HI, MA, MD, ME, NC, NH, NY,
OH, VA, VT

LEED Accredited Professional BD+C
(Building Design & Construction)



PROFESSIONAL ASSOCIATIONS

National Fire Protection Association
(NFPA)



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(484) 274-6863

www.whitmanco.com





Gary Fields, P.E.

Project Manager



EDUCATION

M.S. Mechanical Engineering
New Jersey State Institute of Technology
(2019)

B.S. Geology
University of Maryland, College Park
(2007)



PROFESSIONAL REGISTRATIONS AND CERTIFICATIONS

Registered Professional Engineer: NJ



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PROFESSIONAL PROFILE

Mr. Fields joined Whitman in 2013. As Project Manager he is responsible for the design and management of mechanical projects in various market sectors. He prepares mechanical design work including heating and cooling load calculations, equipment selections, and general mechanical system layouts utilizing AutoCAD MEP. He also investigates existing field equipment for improvements in efficiency and service life.

Mr. Fields is proficient in HVAC design including air systems and hydronics. Additional responsibilities include field surveys with clients, code review, report writing and construction administrative tasks including submittal and shop drawings reviews and punchlist inspections.

PROFESSIONAL EXPERIENCE

BRWL Studio – Orange, NJ

Designed mechanical system for the fitout of a new 2,800 ft² studio located in the retail space of a mixed use residential building, which includes a yoga studio, boxing studio, exercise room, lounge, office, boutique, reception/bar, two single-occupancy bathrooms, shower and mechanical room. The mechanical scope included the design of new mechanical equipment and associated ductwork to support the proposed renovations, as well as new exhaust fans for the proposed toilet rooms and a heated floor for the hot yoga studio.

The Drop-in Design – Plainfield, NJ

Designed mechanical system for a 3,400 ft² storefront property being converted into a co-working office space for 30-40 people. Due to COVID considerations, the Owner emphasized the importance of ventilation/airflow in the new space. The mechanical scope included the design of new mechanical equipment and associated ductwork to serve the purposes of the renovation.

New Children's Village Center Design – Doylestown, PA

Mechanical design for a new children's early education building will be constructed and consist of a two-story, slab-on-grade building for an approximate total area of 42,000 square feet. The new building will include classrooms, infant/toddler rooms, kitchen, teacher lounge, offices, bathrooms, storage and mechanical/electrical areas. The design included all new building MEPF systems including a standby generator.

Norfolk Street Development – Newark, NJ

Mechanical design for a new mixed-use apartment building with basement underneath. The building was a podium building with parking/retail/lobby at grade level with four floors of wood construction above the steel frame/composite slab. The project had 115 residential units and 50 parking spaces. The design included all new building MEPF systems including a standby generator.

Cannabis Cultivation Facility – Rocky Hill, CT

Mechanical design to renovate an existing 40,000 square foot warehouse for cannabis cultivation use. The MEPF design included new HVAC equipment, toilet rooms, building electrical service and gas-fired standby generator.



RAJNIKANT DOSHI, P.E.

PRINCIPAL IN CHARGE

Professional Data

Licensed Professional Engineer
New Jersey, New York, Mississippi
Massachusetts, Connecticut, Rhode Island,
Ohio, Maryland, Virginia

Member of National Council
of Engineering Examiners
(N.C.E.E.)

Education

M.C.E. Structural Engineering
Rensselaer Polytechnic Inst.
Troy, New York
1965

B.E. Civil Engineering
University of Marathwada
Aurangabad, India
1963

Professional Affiliations

Member
National Council of Examiners for Engineering
and Surveying

Associate Member
American Institute of Architects (AIA)

Member
Advisory Board
Architectural Technology Program
Essex County College

RAJNIKANT DOSHI has over 30 years civil and structural engineering experience for a wide range of commercial, educational, institutional, industrial and residential buildings. He specializes in low-rise structures, particularly one-story prototype buildings for local and national clients.

As a principal in the firm, Mr. Doshi is responsible for new business development. Additionally, his experience on specifications and contract documents is utilized on all projects.

Major Projects:

Newark Police Station – Alterations
Newark, NJ

Fire Station
Colonia, NJ
Elizabeth, NJ

Fire Training Academy
Newark, NJ
Linden, NJ

Emergency Communication Center
Queens, NY
Matwah, NJ

Municipal-Public-Safety-Court & Youth
Complex
Perth Amboy, New Jersey

Municipal & Police Building
Addition & Alterations
Morristown, New Jersey

Consulting Engineers Collaborative, Inc.



SHAFALI PATEL - ENGINEER

Highlights

Ms. PATEL has over 6 years in India and over 14 years in United States in Civil and Structural Engineering experience for a wide range of commercial, educational, institutional, industrial and residential buildings.

Professional Data

Education

M.C.E. Structural Engineering
Stevens Institute of Technology
Hoboken, New Jersey
2001

Master of Civil Engineering
MSRG University
Baroda, India
1996

Project Experience

State University of New York, Farmingdale, NY
(Farmingdale State College)
New Business School

Montclair State University Campus,
Montclair, New Jersey
Yogi Berra Museum
Additions/Alterations to Museum

Ocean Ct. Community College,
Toms River, New Jersey
Technology Building

Clinical Academic Building,
New Brunswick, New Jersey
for UMDNJ and Robert Wood Johnson Hospital
Center for Science & Technology
7- story-150,000 SF structure teaching hospital

William Paterson University
Wayne, New Jersey
Hobart Hall Addition
Student Dormitory/Student Union Building

CONSULTING ENGINEERS COLLABORATIVE, INC.

NOEL SERWIN MUSIAL, A.I.A., P.P., NCARB
President

REGISTERED ARCHITECT



INTERIOR DESIGNER



PROFESSIONAL PLANNER



NOEL MUSIAL, II, A.I.A., NCARB
Principal Architect



LARRY LANE, A.I.A.
Architect



RAJNIKANT R. DOSHI, PE, PP

Principal
CEC, Inc.



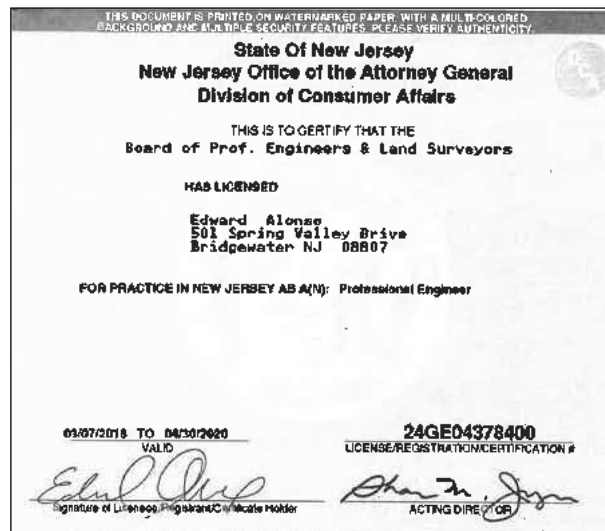
SHEFALI PATEL, P.E.

Project Engineer
CEC, Inc.



EDWARD ALONZO, P.E. C.E.M., LEED AP
Senior Vice President of Engineering

PROFESSIONAL ENGINEER



JEFFREY THOENS, P.E., LEED AP
Director of Engineering

PROFESSIONAL ENGINEER





4
EXPERIENCE

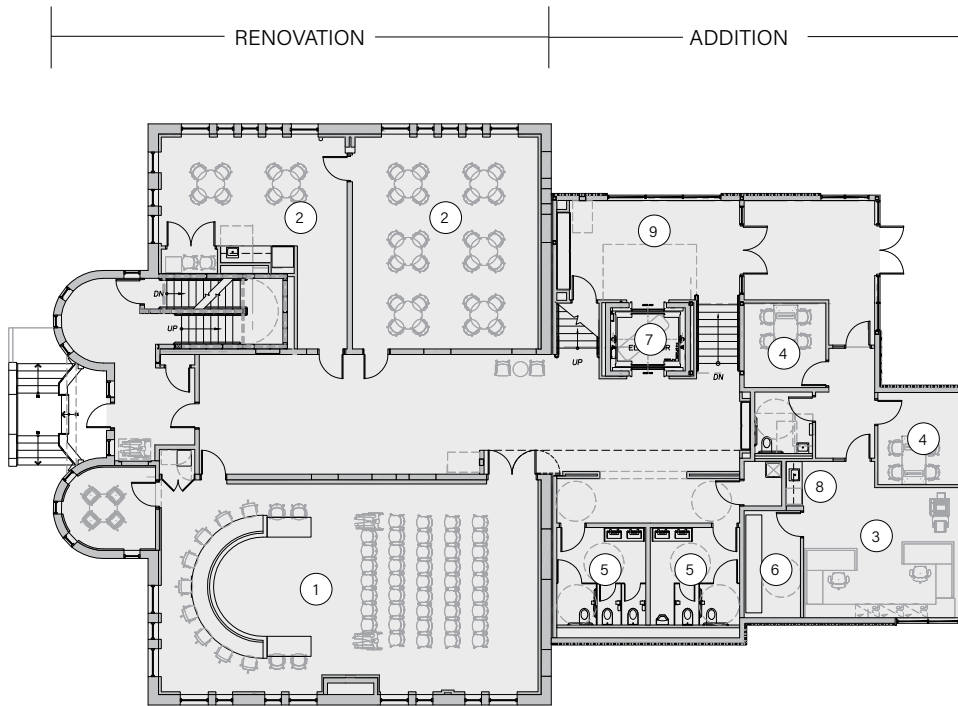
THE
MUSIAL
GROUP p.a.

Owner	Borough of Hightstown
Project Location	Hightstown, NJ
Project Square Footage	Renovation 8,292 sf Addition 10,211 sf
Project Features	Adaptive Re-Use Municipal Offices Police Station ADA accessibility
Extensive Community Engagement & Visioning Sessions	



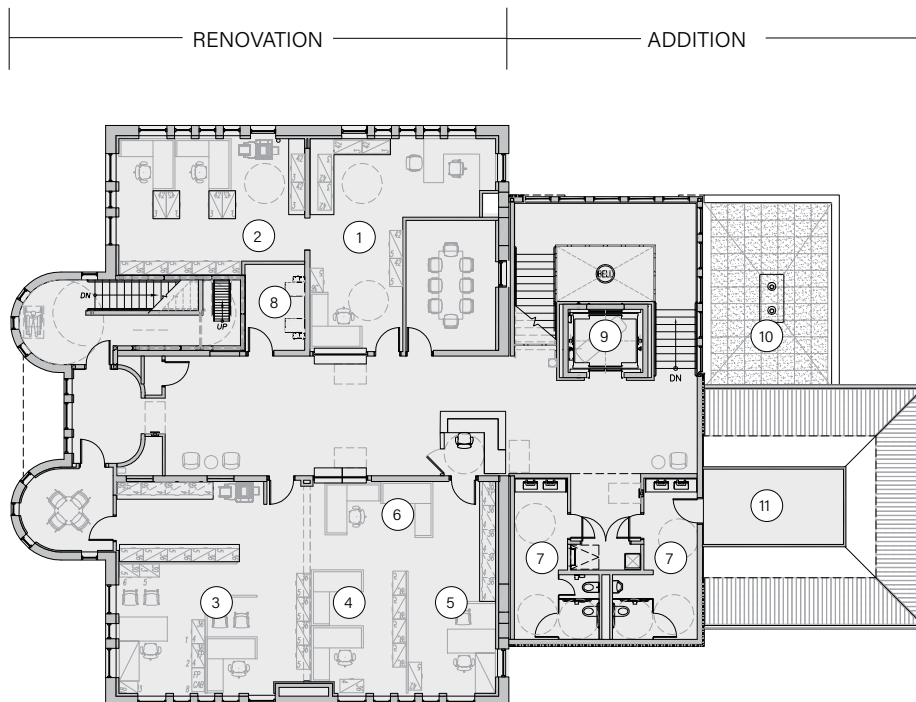
The site plan illustrates the proposed development layout. It includes a red-roofed building (1), a smaller orange-roofed building (2), a parking area (3), a storage building (4), and a landscaped area with trees (5). The plan also shows existing structures, including a 12,122 sq. ft. building and a 1-story existing garage, and a north arrow.

1. Existing Building
2. Addition
3. Parking
4. Generator
5. Sculpture Garden



First Floor Plan

- | | | |
|---------------------|----------------------|-------------------|
| 1. Council Chambers | 4. Interview Room | 7. New Elevator |
| 2. Meeting Rooms | 5. Restroom | 8. Kitchenette |
| 3. Patrol Office | 6. Equipment Storage | 9. Elevator Lobby |



Second Floor Plan

- | | | | |
|------------------------|-----------------------|-----------------|---------------------|
| 1. Construction Office | 4. Finance | 7. Restroom | 10. Green Roof |
| 2. Offices | 5. Tax Collector/ CFO | 8. IT | 11. Mechanical Loft |
| 3. Clerk | 6. Accounts Payable | 9. New Elevator | |





CITY OF HOBOKEN MULTI-SERVICE CENTER FEASIBILITY STUDY & COMMUNITY CONCEPT DESIGNS

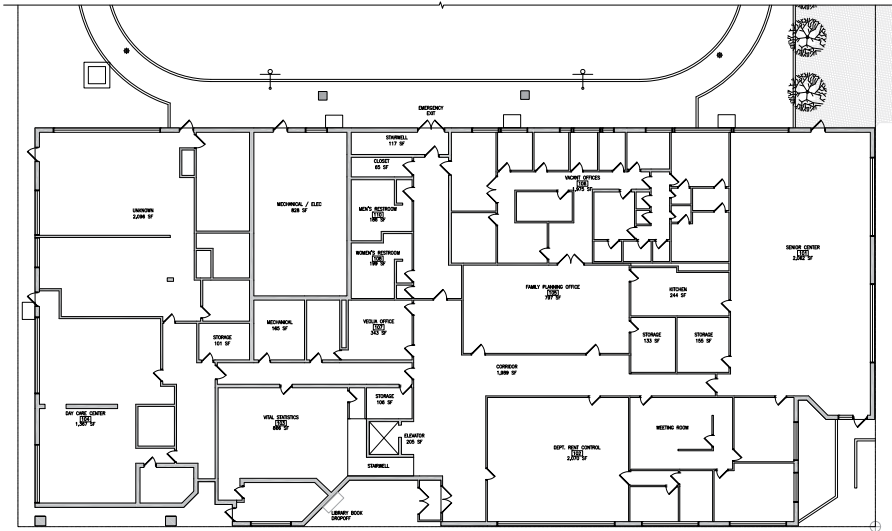
Owner	City of Hoboken
Project Location	Hoboken
Project Square Footage	33,000 sf
Date	2023
Project Features	Existing Condition Assessment Program Schematic Design Community Engagement Feasibility Report



Site Aerial

The Musial Group is currently working with the City of Hoboken to conduct a Feasibility study for the city's Multi Service Recreation Center. The goal of this study is to determine the best use of the existing facility and to revitalize it based on community input from a series of robust public engagement events.

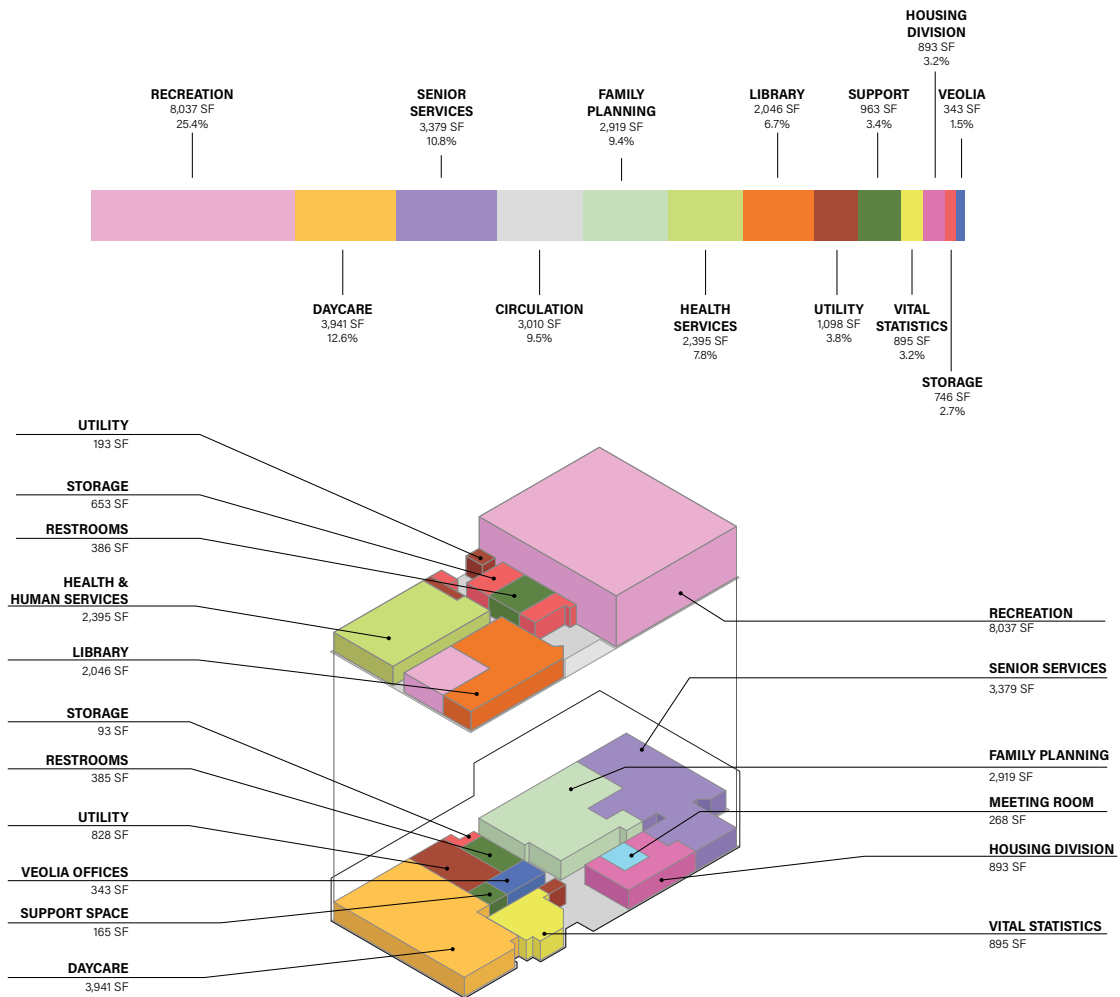
The final report will help the City determine local demand for new and expanded uses, as well as the feasibility of physically improving, rehabilitating or reconstructing the Hoboken MSC as a world class community facility that would suit the social and recreation needs for Hoboken's growing and diverse population.



Ground Floor Existing Conditions

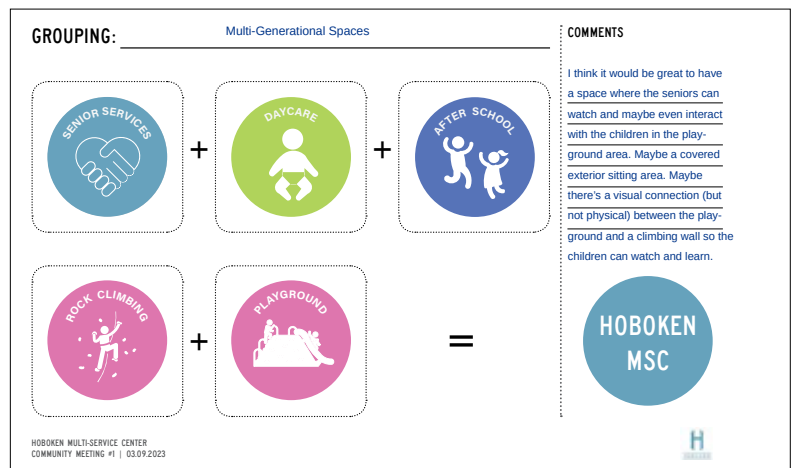


Community Engagement Meeting #1



Existing Program Analysis

CIVIC	COMMERCIAL	ARTS	ACTIVE RECREATION	PASSIVE RECREATION	EDUCATION



Community Engagement Activity #2



**EXISTING
MULTI-SERVICE
CENTER**



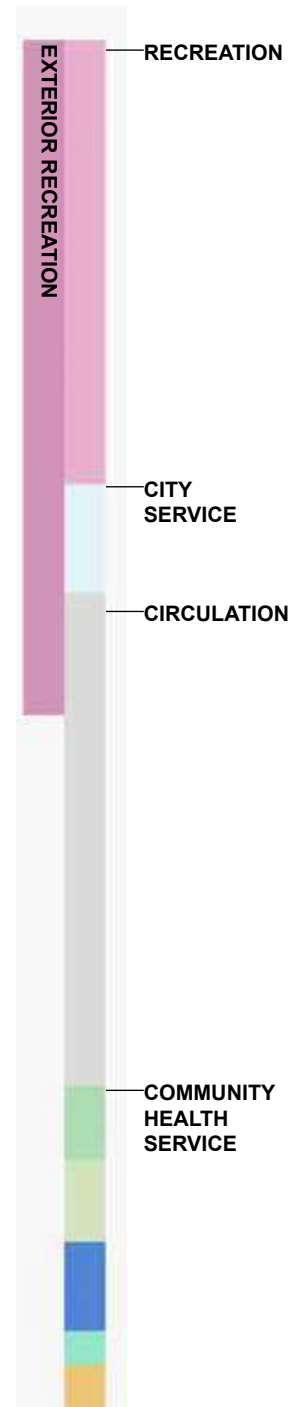
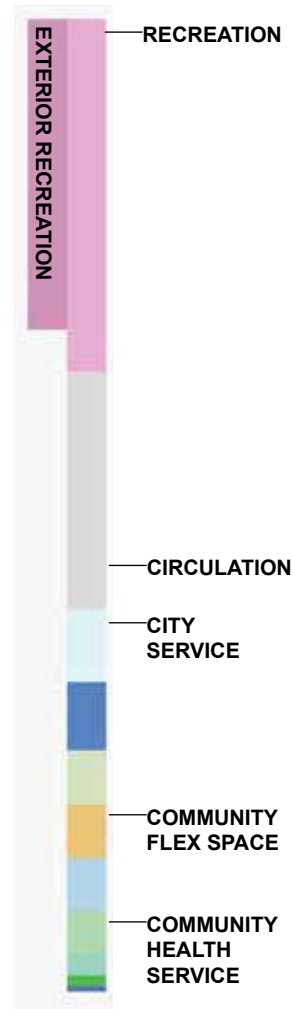
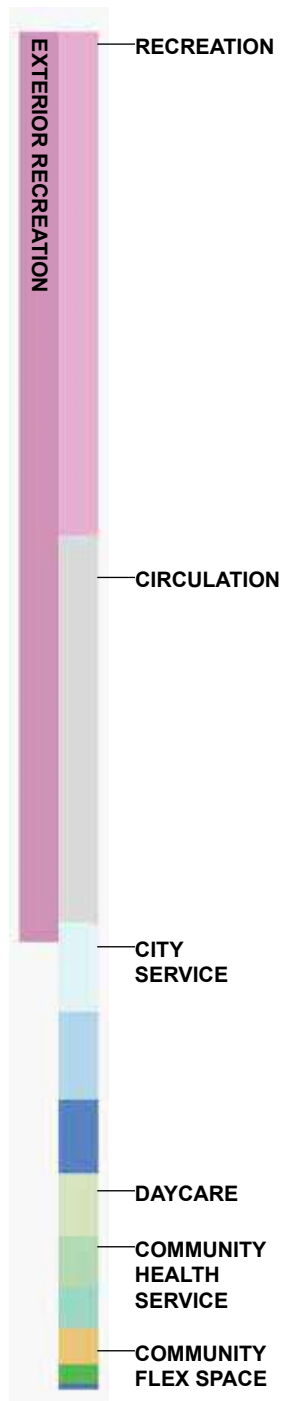
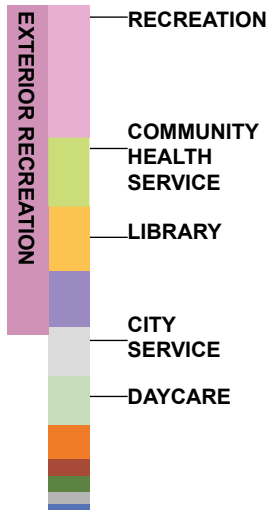
CONCEPT 1



CONCEPT 2



CONCEPT 3





LINDEN POLICE HEADQUARTERS

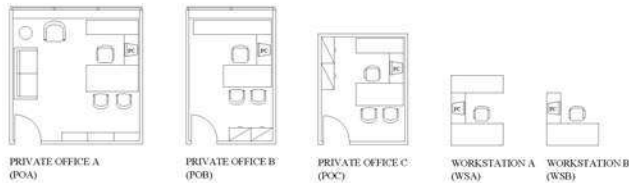
Owner
Project Location
Project Square Footage
Project Features

City of Linden
Linden NJ
42,000 sf
Offices
Training Room
Vehicle Storage
Evidence Storage
Holding Cells
Sally Port

PERSONNEL PROJECTIONS: ADMINISTRATIVE DIVISIONS

Functional Title	Space Type*	Exist. Qty.	2018 (2 Yr.)	2021 (5 Yr.)	Remarks	Equip. Type **
Chief of Police	POA	1			Has approximately 8 guest chairs	PC
Captain	POB	1				PC
Secretary	WSA	2				2PC, P

* Space Type: Select from the diagrams shown below for private offices (PO) and work stations (WS).

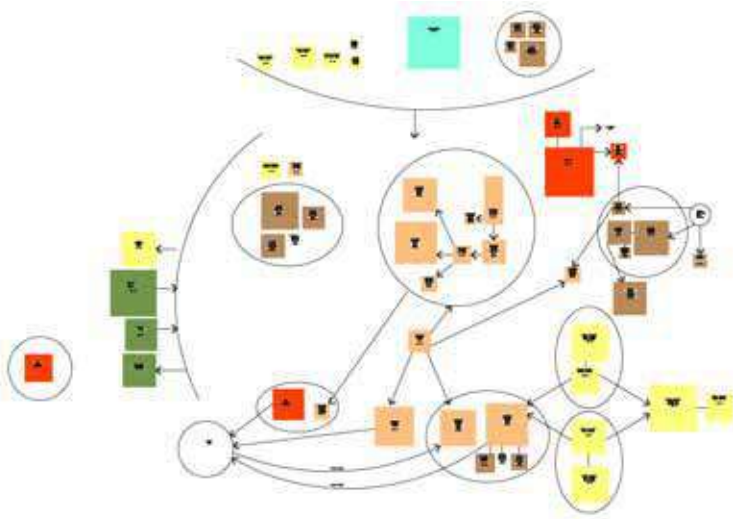


** Equipment Type refers to that dedicated to a particular individual. Examples:
T = Typewriter PC = Computer Terminal P = Printer

Questionnaire Excerpt

Faced with disjointed and inefficient Police Department operations, the City of Linden commissioned The Musial Group to undertake a planning study to position the Police department for the future. The study entailed assessing the current conditions, both spatially, and programmatically, to understand the nature and scope of the problems in need of being addressed. A report was developed through conducting Interviews field investigations.

After presenting the report, a number of schemes of varying scope were developed, (in conjunction of associated project budgets,) that found efficiencies within the existing facilities while also proposing alternative sites.



Adjacency Diagram Excerpt

ROOM NAME	AREA	FLOOR	TOTAL
Mayor's Complex			1257
Mayor's Office	582	3	
CONFIDENTIAL ASD	292	3	
IFDC	342	3	
RECEPTION	221	3	
Mayor's Toilet	52	3	
Mayor's Corridor	74	3	
COMMISSORS	89	2	
LAW DEPARTMENT			834
CITY ATTORNEY			
CITY ATTORNEY OFFICE	189	3	
CLERICAL	320	3	
STORAGE	70	3	
PROSECUTOR	121	3	
PUBLIC DEFENDER	108	2	
VESTIBULE	36	1	
ENGINEERING			3649
ENGINEER CONFERENCE	104	3	
ENGINEER CAPTAIN	214	3	
CLERICAL	282	3	
ASSISTANT ENGINEER OFFICE	187	3	
DRAFTING ROOM	703	3	
STORAGE / PRINT ROOM	111	3	
CONSTRUCTION CODE			1268
CONSTRUCTION DEPT. CLERICAL	652	3	
BUILDING INSPECTORS OFFICE	235	3	
CONSTRUCTION DEPT. STORAGE	181	3	

ROOM NAME	AREA	FLOOR	TOTAL
TREASURER / PURCHASING			2693
TREASURER			
CITY TREASURER OFFICE	313	3	
CITY TREASURER CLERICAL	786	3	
FILES	368	3	
VAULT 1	52	3	
VAULT 2	273	3	
AUDITORS	247	3	
PURCHASING			
PURCHASING OFFICE	195	3	
PURCHASING DEPARTMENT	324	3	
PURCHASER OFFICE	320	2	
PURCHASER CLERICAL	223	2	
JUDICIAL			1000
MUNICIPAL COURT	3397	2	
ANTE CHAMBERS	133	2	
JUDGE CHAMBERS	113	2	
FILES	80	2	
COPY ROOM	78	3	
COURT CLERK CLERICAL	1007	3	
CLOSET	15	2	
CLOSET	8	2	
VAULT 1	52	3	
VAULT 2	179	2	
TAX			1000
TAX COLLECTOR	657	3	
TAX ASSESSOR	498	3	
TAX VAULT	113	3	
PERSONNEL			336
PERSONNEL	136	3	

Existing Conditions Assessment

NEW PROVIDENCE POLICE HEADQUARTERS

Owner
Project Location
Project Square Footage
Project Features

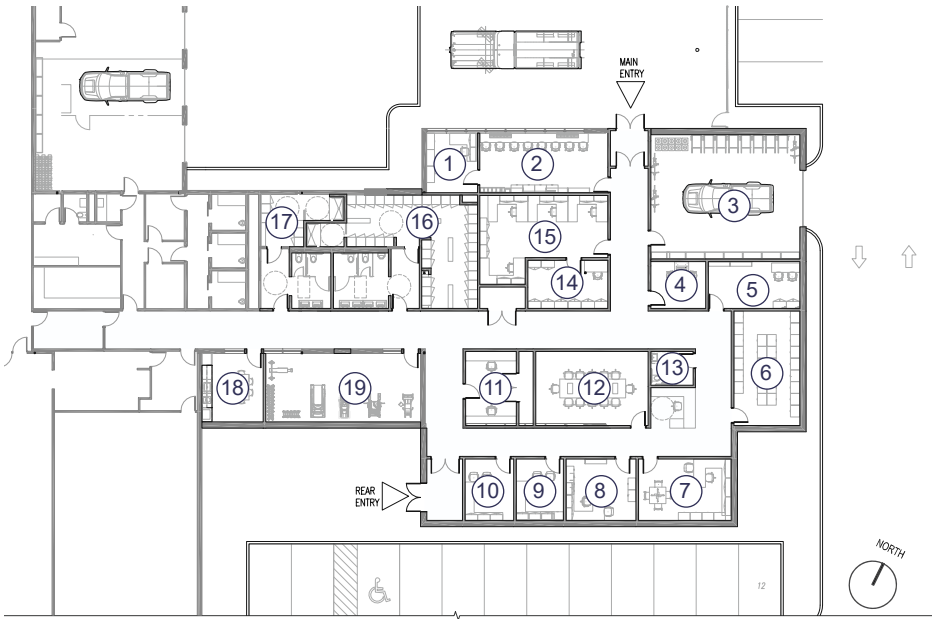
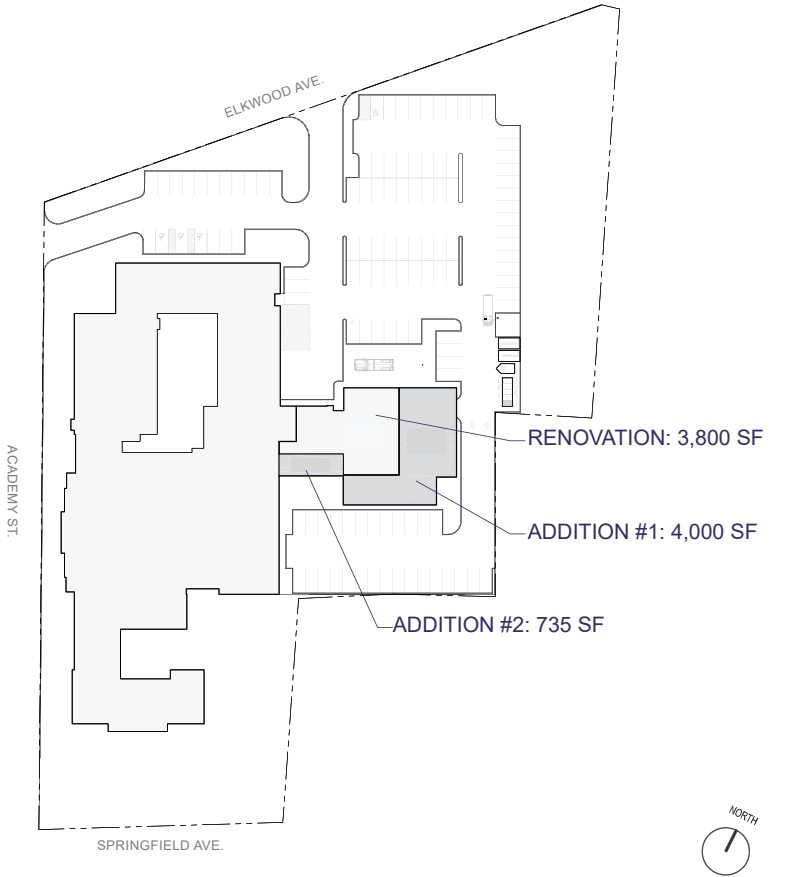
Borough of New Providence
New Providence
8,500 sf
Renovation

Addition of New Facilities
Currently in Schemaic Design Phase

This project features both the renovation of the existing Police Station as well as an addition to accomodate the increased officer count. The administration wing expanding and re-arranging its current layout to better accomodate the needs of the officers and staff. The project reconfigures the site lay-out as well as the interior rooms to provide a more efficient plan. The addition provides new locker rooms, gym, evidence room, conference room, and larger detective bureau.

In conjunction with the schematic design of the addition to the existing police station, the Musial Group was tasked with reconfiguring the stations's existing men's and women's toilet rooms to update to current ADA standards and finishes.

Site Plan



Ground Floor Plan

- | | | | |
|---------------------|---------------------|----------------------|-----------------------|
| 1. Shift Supervisor | 6. Archive | 11. Traffic Bureau | 16. Men's Locker Rm |
| 2. Patrol | 7. Chief | 12. Conference Room | 17. Women's Locker Rm |
| 3. Traffic Storage | 8. Captain | 13. Bathroom | 18. Kitchen |
| 4. Interview Room | 9. Patrol Com.. | 14. Evidence Room | 19. Gym |
| 5. Armory | 10. Detective Comm. | 15. Detective Bureau | |

TOWNSHIP OF GREENWICH MUNICIPAL COMPLEX

Owner
Project Location
Project Square Footage
Date
Project Features

Township of Greenwich
Gibbstown, NJ
23,350 sf
2023
Existing Conditions Assessment
Program Assessment
Conceptual Design with Cost Estimate

The Township of Greenwich in Gloucester County NJ hired The Musial Group to perform an existing conditions and program assessment of its Municipal Complex located in Gibbstown. The complex includes three municipal buildings with functions that include administrative office spaces, municipal offices, Courtroom building, and police headquarters.

In addition to drafting current conditions The Musial Group is tasked with designing a new municipal complex that will house the administrative offices, police department, court and the office of emergency management. The new municipal complex will incorporate new technology while being sensitive to a historic building that shares the same property.

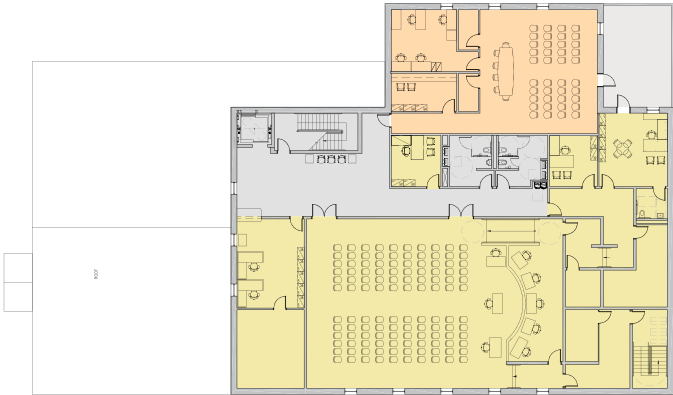


Existing Municipal Buildings and Site



Ground Floor
Municipal Complex Building

- Administrative Offices
- Police Department
- Court
- Office of Emergency Management



Second Floor
Municipal Complex Building

TOMS RIVER MUNICIPAL COURT & POLICE BUILDING

Owner Township of Toms River
Project Location Toms River, NJ
Project Square Footage 9,280 sf
Project Features Phased Renovation in Occupied Building



Faced with an aging facility and antiquated infrastructure, Tom's River commissioned The Musial Group to refurbish the Municipal Court and Police complex while maintaining daily operations. Through carefully choreographed construction, proper circulation and security was provided for the existing and fully operational courtroom during construction. Phase II entailed converting the old court into much needed office space to support the various court functions. Additionally, as part of the scope to provide a more energy efficient building envelope and to rectify water damage, the existing EFIS system was replaced with a higher insulating and thoughtfully considered wall section.



- | | | |
|---------------------|---------------------------|---------------------|
| 1. Vestibule | 8. Prosecutor | 15. Courtroom |
| 2. Security | 9. Public Defender | 16. Judge's Chamber |
| 3. Court Lobby | 10. Mediation | 17. Storage |
| 4. Parent Area | 11. Court Admin | 18. Existing Lobby |
| 5. Toilet Vestibule | 12. IT Closet | 19. Existing Office |
| 6. Toilets | 13. Conference / Training | |
| 7. Files | 14. Break Room | |

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SCOTCH PLAINS MUNICIPAL BUILDING & PUBLIC SAFETY PLANNING STUDY

Owner Township of Scotch Plains, NJ
Project Location Scotch Plains, NJ
Project Square Footage 75,554 sf
Project Features Council Chambers
 Integration of Police,
 Fire, Rescue Departments

NAME	POSITION/TITLE	S.T.	S.T.	NO.	AREA	AREA	EXISTING	PRO
CLERK'S OFFICE								
PERSONNEL								
Bonnie Lucina	Town Clerk	POB	POB	100	133.00	133.00		
Melissa Pfeiffer	Deputy Clerk	WSB	WSB	133	42.00	42.00		
Marianna Matteo		WSB	WSB	133	42.00	42.00		
VACANT								
RESCUE SQUAD								
PERSONNEL								
	Chief's Office	POB	POB	208	133.00	250.00		
VACANT								
PERSONNEL								
Judith Kelly Walters		POB	POB	117(117)	76.00	150.00		
Prox. Miley Marston		POB	POB	117(117)	136.00	150.00		
Martha Marston		POB	POB	108	133.00	150.00		
Cathy Frank		WSB	WSB	107	42.00	42.00		
Sharon - Public Defenders		WSC	WSC	107(112)	30.00	117.00		
Desk for document viewing by public						30.00		
POLICE								
Police Administration								
PERSONNEL								
Chief Theodore D Conely		POA	POA	228	127.00	276.00		
Vince Stephens		WSA	WSA	228	186.00	117.00		
Capt. Paul Bedford		POA	POB	233	280.00	150.00		
JAN-RENEWAL								
PERSONNEL								
Miss Ross	Tax Assessor	POB	POB	126	117.00	100.00		
Cathy Filista	Assistant Assessor	WSC	WSC	130	30.00	40.00		
Vacant		WSC	WSC	130	30.00	30.00		
Public Table with computer						30.00		
SPECIAL USE AREAS								
PERSONNEL								
Bob Doolittle	Contracted P.T	WSC	WSC	817	30.00	30.00		
Vacant		WSC	WSC	817	30.00	30.00		
SPECIAL USE AREAS								

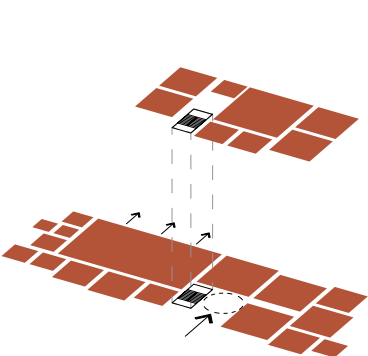
NAME	POSITION/TITLE	S.T.	S.T.	NO.	AREA	AREA	EXISTING	PROPOSED
FIRE DEPARTMENT								
PERSONNEL								
Chief	Office	POA	POA	200	287.00	287.00		
Officer's	Office	POB	POB	210	261.00	261.00		
Fire Prevention Office		0	POB			150.00		
Rec Office	2-desk, 4 chairs, 2 files	0	WSA			135.00		
FINANCE								
PERSONNEL								
Teddy Georgine	CFO	POB	POB	128	117.00	150.00		
Coleen Heath	Part time tax collector	POB	POB	127	115.00	150.00		
Elaine Reynolds	Clerk	WSB	WSA	126	42.00	117.00		
Shane Ewald	Clerk	WSB	WSA	126	42.00	117.00		
Ann Marie Jones	Payroll	WSB	WSA	126	42.00	117.00		
Vacant	Auditor	WSC	WSC	126	30.00	42.00		
COMMITTEE/STAFF								
PERSONNEL								
Al Smith	Mayor	POA	POA	202(207)	274.00	276.00		
Al Mirabella	Municipal Manager	POA	POA	203	296.00	276.00		
Claudette Davetto		WSA	WSA	204(205)	117.00	117.00		
Margaret Hickey		POB	POB	211(206)	261.00	261.00		
Thomas Shrope	Proj. Coord. Redevelopment	WSA	POB	204(205)	117.00	150.00		
Vacant		WSC	WSC			30.00		
SPECIAL USE AREAS								
NEW PUBLIC PROPERTIES - PLAINFIELD AVENUE LOCATION								
PERSONNEL								
Clint Dikeman	Shared Service	POB	DPW02		115.00			
Shane Marston	Part Time	WSB	DPW01		42.00			
Jana Giannini	Part Time	WSB	DPW01		42.00			
Ron Wolkovich	Mechanic Office	WSC	DPW14		77.00			
Vacant			DPW05		30.00			
Supervisors								
Frank Dikeman	Shared Office Services	WSB	DPW17		42.00			
John Caffrey		WSB	DPW16		42.00			
Nick Onken		WSB	DPW15		42.00			
Todd Shrope		WSC	DPW18		30.00			
Vacant	Shared Desk for Parks & Rec	WSC	DPW22		30.00			
Vacant	Shared Desk for Parks & Rec	WSC	DPW22		30.00			

In an effort to spur downtown growth, the Township of Scotch Plains commissioned The Musial Group to undertake a study of its aging Municipal Complex to assess the existing infrastructure, projected spatial requirements and potential options for relocation and/or rehabilitation.

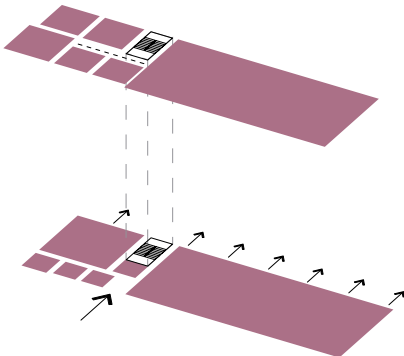
Through a series of investigations of the various programs, namely the Municipal Government, Fire and Police departments, and Rescue Squad, a programming report was produced that offered recommendations and strategies to attain the goals set forth by the town.

In an effort to reveal synergies and potential cost savings, interdependently charrettes were held which identified opportunities to accomodate shared communal, meeting, and training spaces. Cost estimates and project durations, and a list of pros and cons were presented with each of the schematic plans were developed.

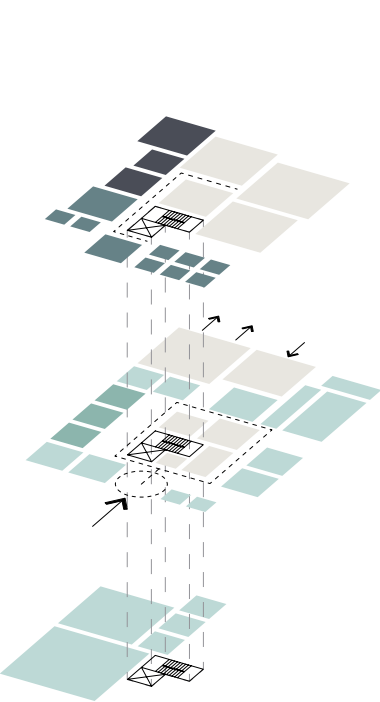
Program SF Matrix



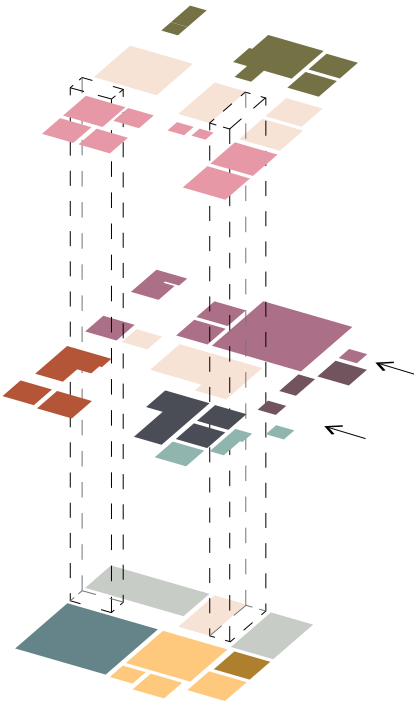
Rescue Squad



Fire Department



Police Department



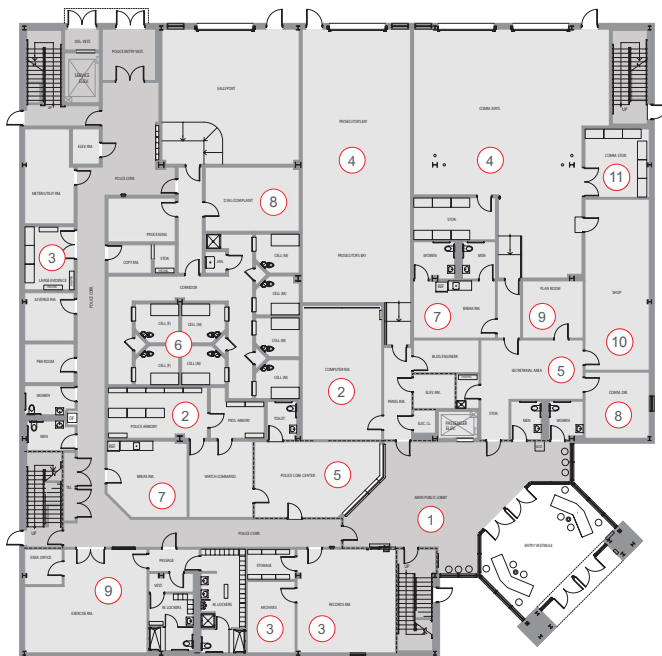
Municipal Department

UNION COUNTY POLICE HEADQUARTERS

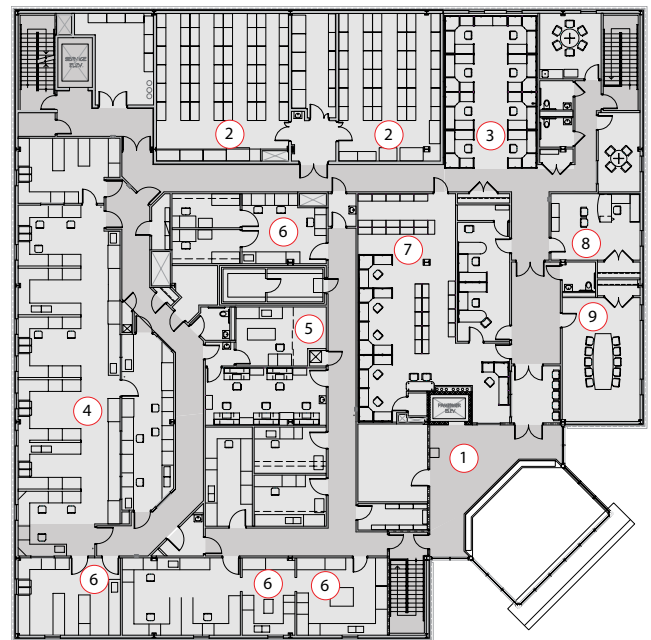
Owner	County of Union
Project Location	Westfield, NJ
Project Square Footage	51,209 sf
Project Features	County Police Headquarters Evidence Vault Prosecutor's Forensic Laboratory Prosecutor's Storage

The Froelich Public Safety Building effectively condensed a number of programs that had been decentralized across Union County. This state of the art police headquarters and forensic laboratory provides an efficient and secure facility for police departments across the county to utilize. Emergency Management offices are outfitted to be able to accommodate extended personnel stays during an emergency. A sally port and cells afford the county the ability to detain as necessary. Design considerations were given to traffic flow, environmental, operational and building maintenance to ensure a efficient operations and durability.





- 1. Lobby
- 2. Police Armory
- 3. Archives/Records
- 4. Office Bays
- 5. Secretary
- 6. Cells
- 7. Break Room
- 8. Private Office
- 9. Exercise Room
- 10. Shop Room
- 11. Comm. Storage



- 1. Lobby
- 2. Evidence Vault
- 3. Chemistry
- 4. Labs
- 5. Exam Room
- 6. Testing
- 7. Open Office
- 8. Private Office
- 9. Conference Room

HUDSON COUNTY ADMINISTRATION BUILDING

Owner County of Hudson
Project Location Jersey City, NJ
Project Square Footage 40,000 sf
Project Features Freeholders Chambers
County Departmental Offices
County Administrative Offices

Tasked with maintaining operations during construction, many of the challenges posed by the Hudson County Administration Annex building were resolved through closely coordinated phasing. Flex space was allotted within the building to allow for a swapping of floor plates by the various user groups during the phased construction. The project entails a complete gut renovation, including new circulation patterns and technology upgrade. While the mechanical, plumbing, and electrical systems were brought up to date and made more efficient after years of ad-hoc modifications, a major impetus for the project was to address security concerns. A small addition was grafted onto the existing first floor core to accommodate a secure control and check point for building visitors. Through numerous iterations, The Musial Group, working intimately with the various user groups to develop and discover efficiencies that provided a high degree of flexibility while promoting accountability and communication between the various departments.

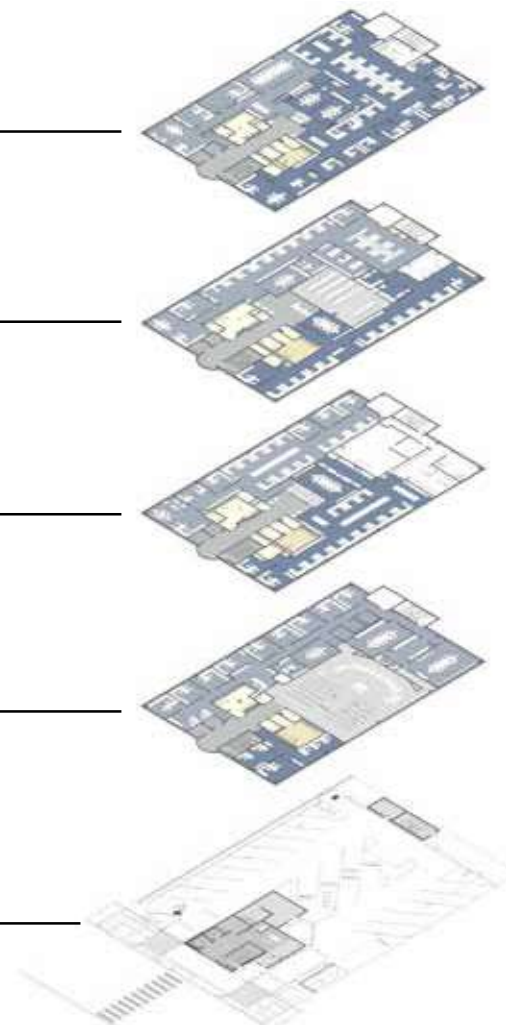
Fourth Floor
County Administration
Law Department

Third Floor
Payroll Department
Personnel Department

Second Floor
Finance Department
Purchasing Department
M.I.S.

First Floor
Freeholder's Chambers
Freeholder Office
Caucus Room
Clerk to the Board Offices

Ground Floor
New Entrance
Security &
Circulation enhancements



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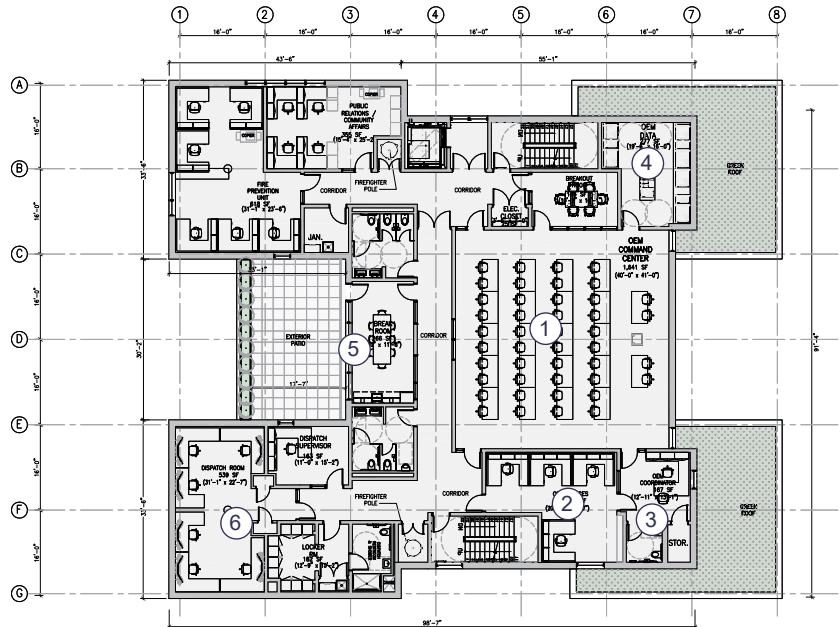




CITY OF EAST ORANGE FIREHOUSE #1

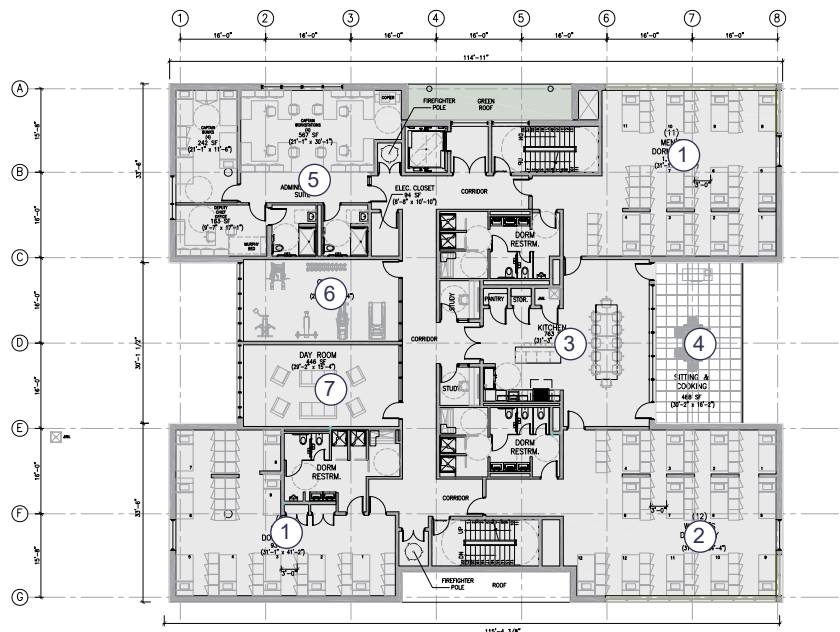
Owner City of East Orange
Project Location East Orange, NJ
Project Square Footage 10,121 sf
Project Features Emergency Vehicle Apparatus Bay
OEM Command Center
OEM Data Room
Dispatch Center
Watch Room
Training Room

The Musial Group worked with the City of East Orange to design a new Firehouse that will expand and consolidate the city's current facility. This new Firehouse includes a 10 vehicle apparatus bay, training rooms, 2,000 sf OEM Command Center, Dispatch Center, Offices for all departments, as well as dormitories for the all the first responders and personnel.



Third Floor Plan

1. OEM Command Center
2. Dispatch Center
3. OEM Data Room
4. Break Out Room
5. Kitchen/Break Room
6. OEM Office



Second Floor Plan

1. Men's Dormitory
2. Women's Dormitory
3. Kitchen
4. Dining Terrace
5. Administrative Suite
6. Gym
7. Dav Room



JUNEAU CENTER

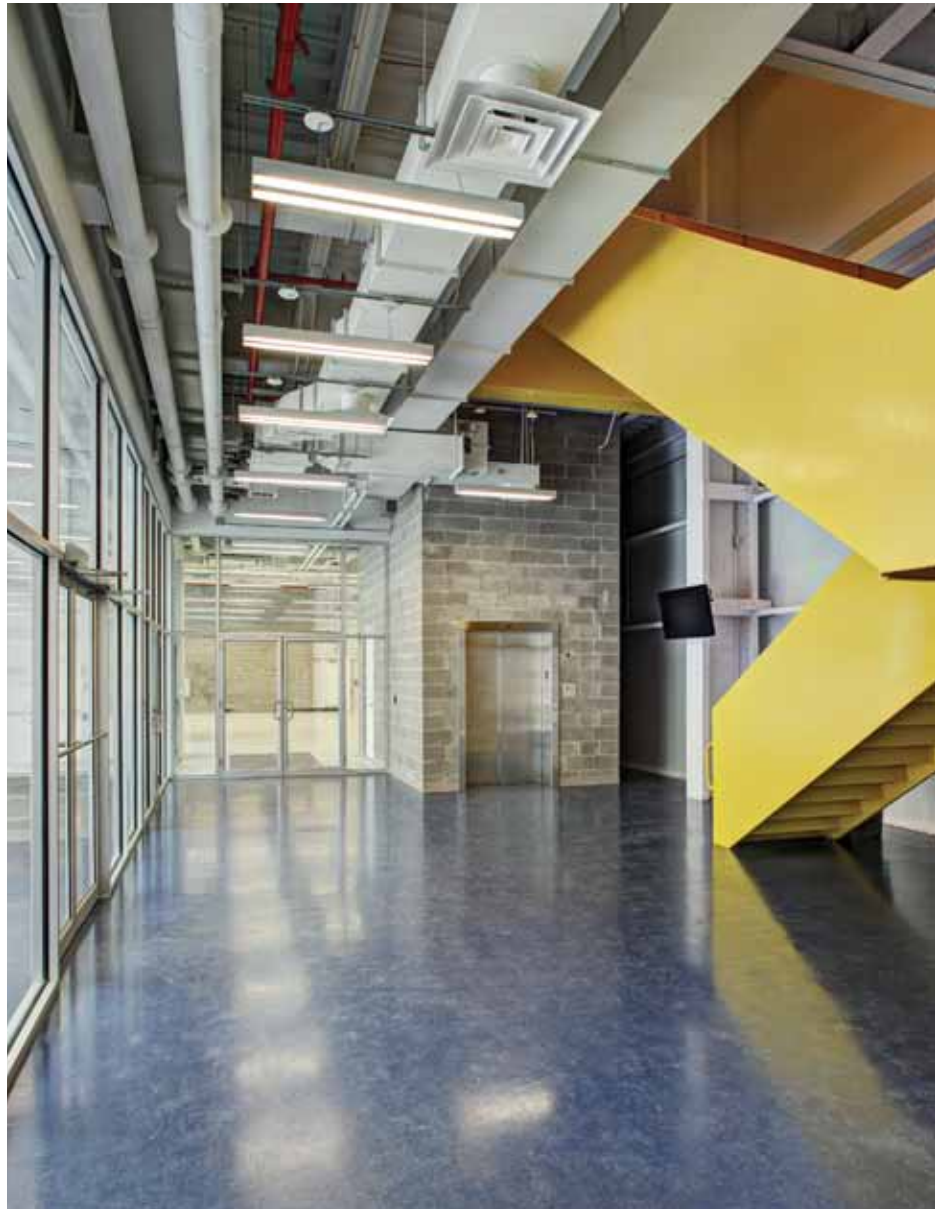
Owner	County of Hudson
Project Location	Kearny, NJ
Project Square Footage	82,600 sf
Project Features	Emergency Management OEM Command Center Secure Prosecutor's Storage Training Rooms Geothermal Heating Energy Recovery Extensive Daylighting 600kw Bi-fuel Emergency Generator 20 KW Wind Turbine 84 KW Photovoltaic Array Cistern & Greywater reclamation system Designed to LEED Gold Standard Xeriscaped Site Design Adaptive Re-use

The Juneau Center, part of the federal shipyards during the early to mid 20th century, is located on a peninsula in South Kearny between the Passaic and Hackensack rivers. During WW II, the facility's production of Navy destroyers was second only to Bath Iron Works in Maine. With the facility falling into disrepair, The Musial Group was commissioned to investigate the potential of refurbishing the building and incorporate a number of additional user groups while taking advantage of the robust steel structure.

The facility houses the County Office of Emergency Management, including a new emergency management command control center and offices, as well as providing secure storage. The building utilizes a number of sustainable strategies such as geothermal heating and cooling, energy recovery, and takes advantage of the orientation and geometry of the massing to introduce ventilation shafts which are operated by a building automation control system. Active strategies are also employed. An 84 KW photo voltaic array rests upon the roof while a wind turbine on the western portion of the site harnesses the prevailing winds. The remaining roof surface area accommodates an extensive green roof system, which absorbs up to 90% of a storm event.

The project acknowledges the site's historical legacy and the significance of USS Juneau during WWII. Commemorative displays and informative placquards are located within the entrance lobby space to act as a teaching tool for visitors.

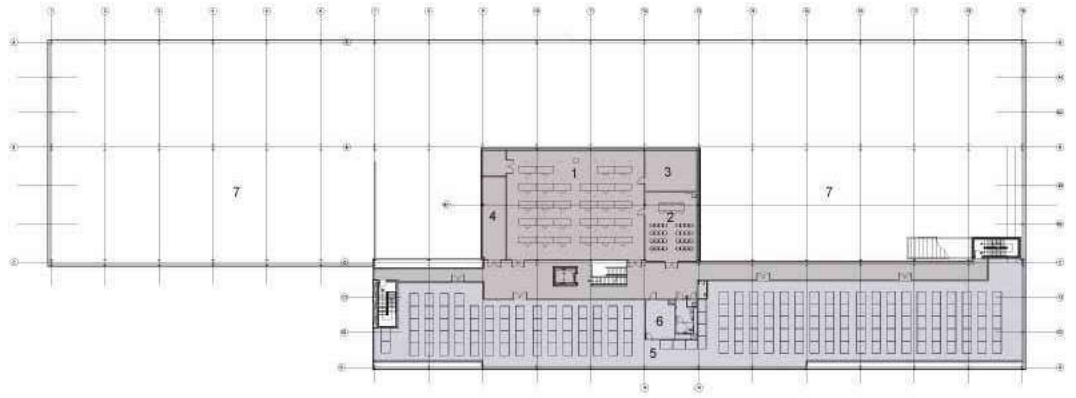
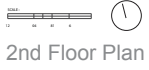
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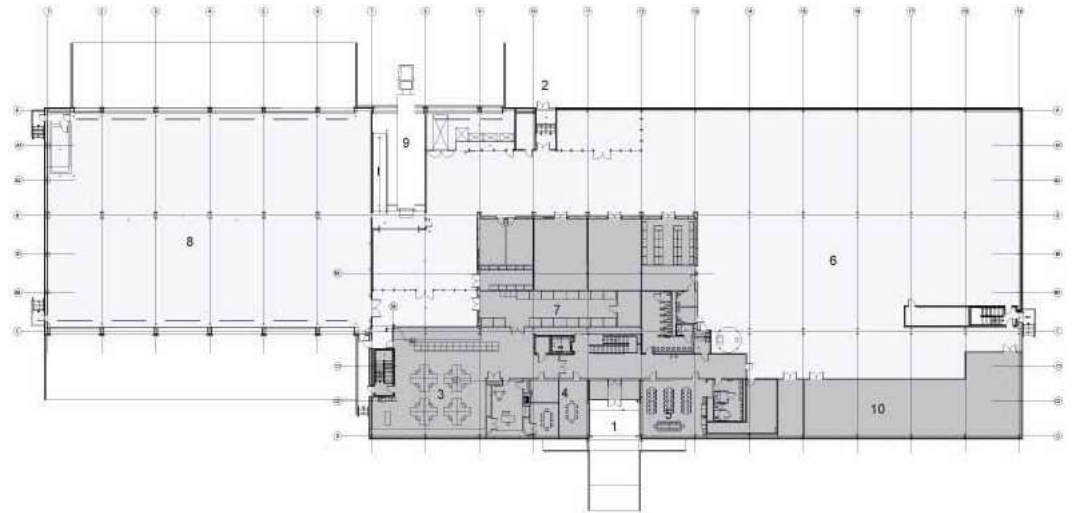




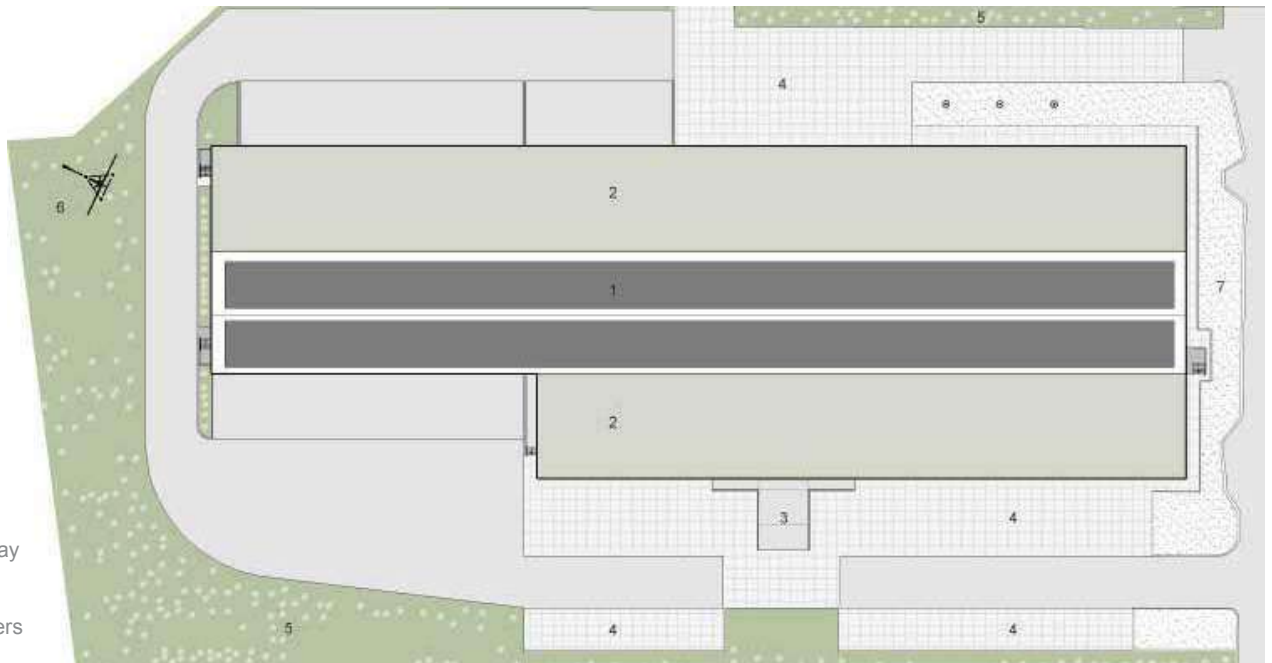
1. OEM Command
2. Media Room
3. Dispatch Room
4. Data Demarc
5. Prosecutor's Storage
6. Office
7. Open to Below



1. OEM Entrance
2. HCCC Entrance
3. OEM Offices
4. Conference Rm
5. Break Room
6. HCCC Storage
7. OEM Storage
8. Truck Bay
9. Receiving
10. Internal Affairs



1. Photovoltaic Array
2. Green Roof
3. Entrance Ramp
4. Permeable Pavers
5. Bioswales
6. Wind Turbine

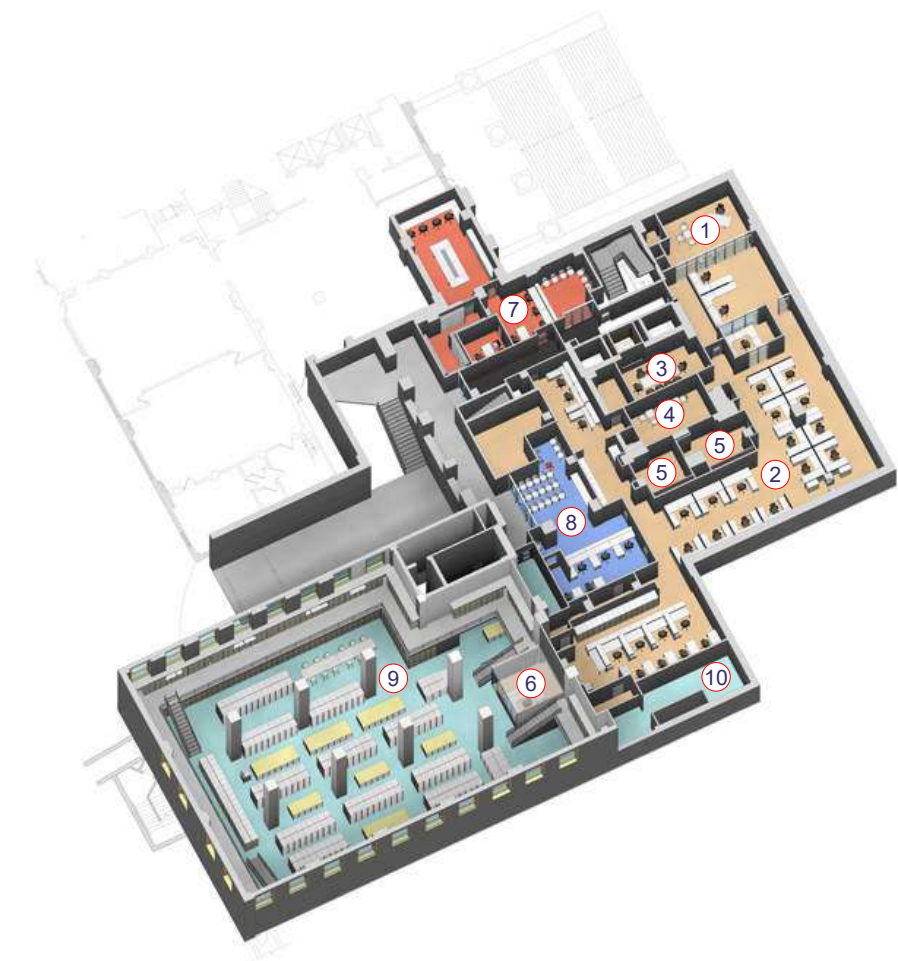


UNION COUNTY CLERK, RECORDS, PASSPORT & ELECTIONS DIVISIONS RENOVATIONS

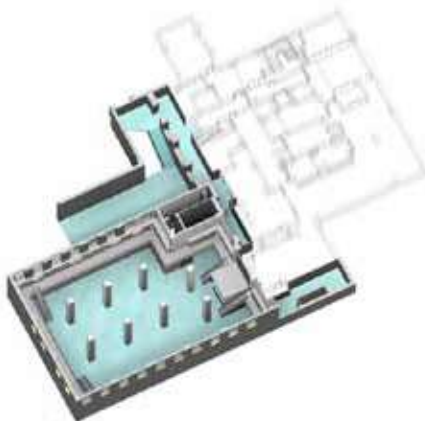
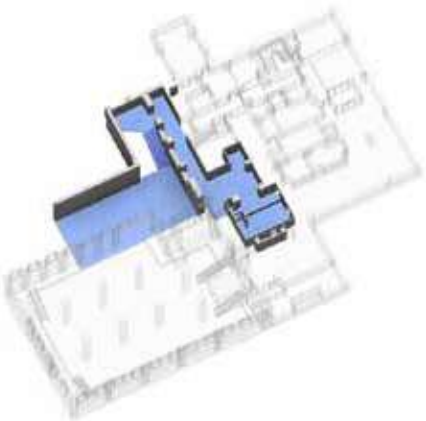
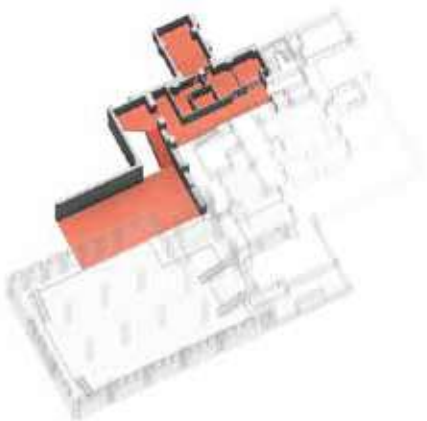
Owner	County of Union
Project Location	Elizabeth, NJ
Project Square Footage	14,908 sf
Project Features	Altering of Historic Fabric
	Clerk's Offices
	Historic Records Room
	Passport Office s
	Elections Offices
	Phased Reconstruction

The renovation within the Union County Courthouse is a multi-phase project currently under construction. The project includes renovations to the County Clerk's Office, the Historic Records Room, as well as the Passport and Elections offices. The project required extremely close coordination and accurate scheduling to ensure that the various offices were able to remain operational during the entirety of the 7 phase project.

Given the square footage requirements demanded by the growing passport and Clerk's offices- the scheme encroaches upon the square footage of the historic records room. An exhaustive survey of the existing documents stored within the record room found efficiencies and allowed the design to condense the footprint within that room. Coordination with the State Historic Preservation office was critical to meld the new Records Room mezzanine circulation with the existing.

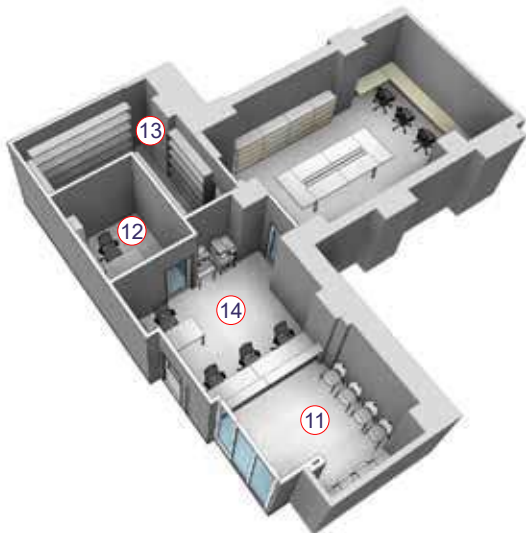


Elections New 1,105 SF Existing 947 SF	Passport New 885 SF Existing 658 SF	1. County Clerk Office	6. Map Viewing
		2. Open Office	7. Elections
		3. Conference Room	8. Passport
		4. Lunch Room	9. Records Room
		5. Restroom	10. Lunchroom
Clerk New 6,988 SF Existing 5,371 SF	Records New 4,893 SF Existing 5,986 SF		

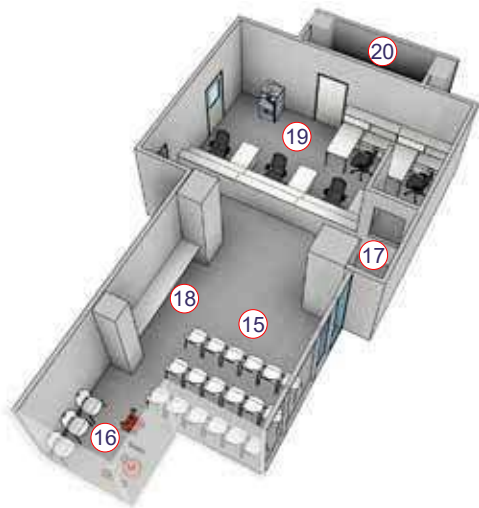




- Elections
- 11. Elections lobby
 - 12. Private Office
 - 13. File Storage
 - 14. Elections Office



- Passport
- 15. Passport Lobby
 - 16. Children's Play Area
 - 17. Photo Area
 - 18. Form Counter
 - 19. Office
 - 20. Storage



ORANGETOWN TOWN HALL EXPANSION

Owner Town of Orangetown, NY
Project Location Orangetown, NY
Project Square Footage 53,671 sf
Project Features Municipal Departments
 Police Department
 Phased Construction in an occupied Building
 Programming & Schematic Design Study

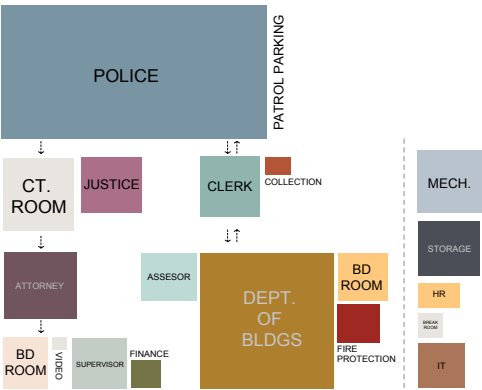
The historic town of Orangetown, NY sought to consolidate staff and their departments' functions to accommodate the need for a centralized and more efficient town hall/public safety place of operation while relocating off-site departments to the existing town hall site.

The existing town hall is comprised of two adjoining buildings. One building, the "Old Town Hall", is a two story, 21,000 square foot building built in 1959. Its structural elements are deteriorating, the mechanical systems are outdated, and does not comply to the current energy or handicapped accessibility codes.

Through departmental interviews and an assessment of the existing infrastructure, The Musial Group prepared a number of schemes - each with associated costs and construction durations - to act as a tool for the town administrators for future planning and budgeting purposes.

DEPARTMENT ADJACENCIES DIAGRAM	EXISTING (SF)	PROPOSED (SF)
SUPERVISOR	2,636.98	3,253.90
FINANCE	397.01	530.40
ASSESSOR	1,167.96	1,361.10
CLERK	2,285.16	2,182.50
COLLECTOR	519.60	309.40
JUSTICE	4,249.30	4,975.10
ATTORNEY	2,688.28	2,993.90
HUMAN RESOURCES	335.92	403.00
IT	990.25	1,254.50
BUILDING, PLANNING, ZONING, INSPECTORS	4,334.86	6,442.80
FIRE PROTECTION	1,343.16	1,045.20
POLICE	19,891.27	20,543.90
UNION POLICE	216.00	280.80
MECHANICAL & UTILITY	1,639.00	2,410.20
LONG TERM STORAGE	1,606.00	2,087.80
COMMON AREAS	3,595.00	3,597.00
TOTAL	47,858.75	53,671.50

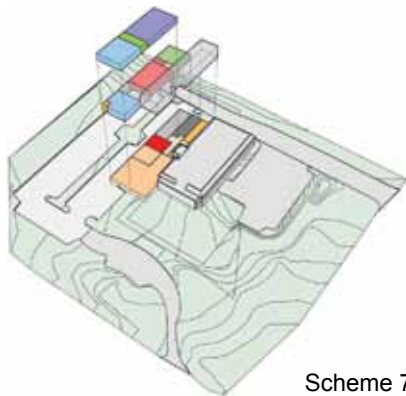
Existing vs. Proposed Areas



Department Adjacencies Diagram



Scheme1



Scheme 7



Existing Town Hall Site Plan

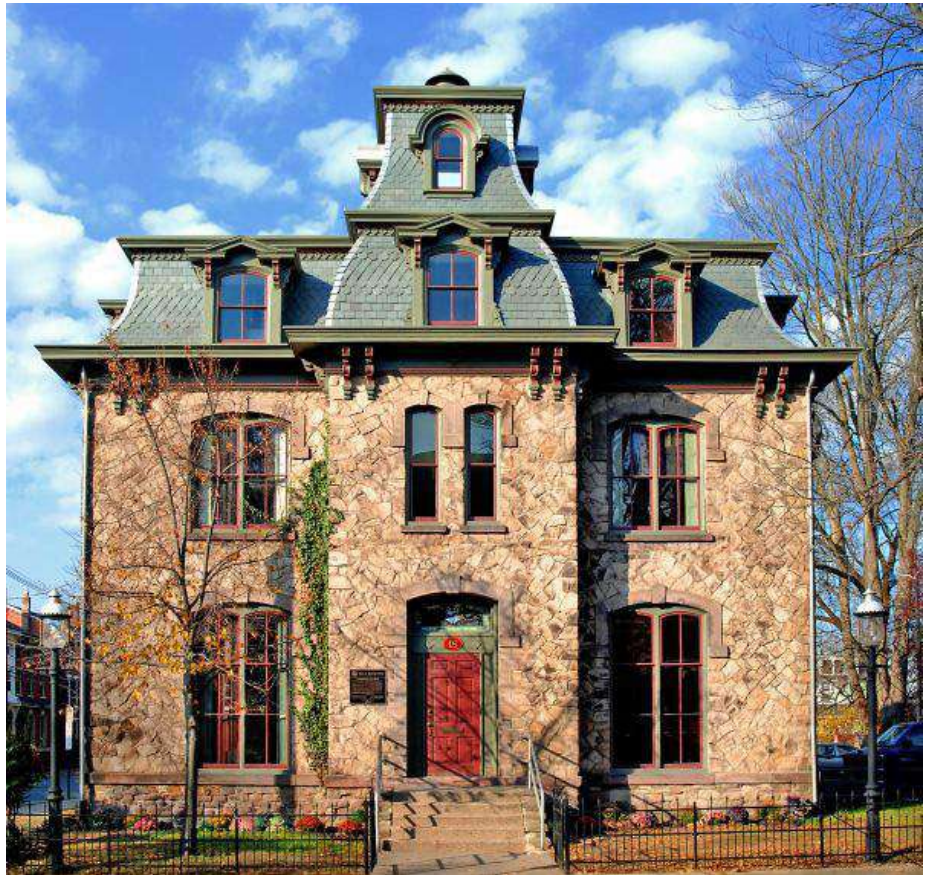


New Town Hall Site Plan

LAMBERTVILLE MUNICIPAL FACILITIES ASSESSMENT

Owner	City of Lambertville
Project Location	Lambertville, NJ
Project Features	Facilities Assessment Historic Building Facilities Inventory

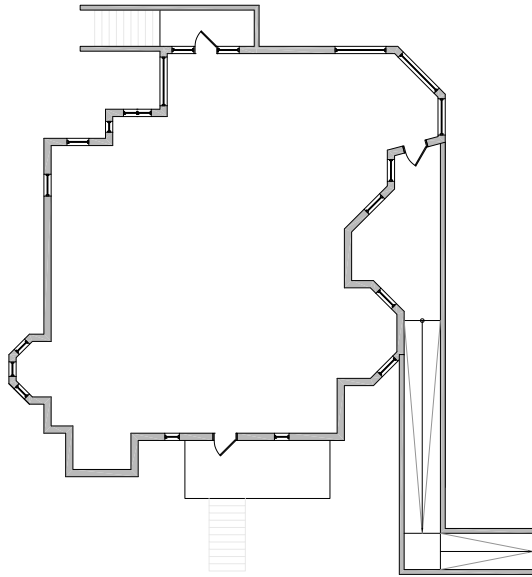
The Musial Group is working with the City of Lambertville to perform an assessment of the City's municipal facilities including two historically significant buildings. The goal of this facilities assessment is to review/update the existing inventory of, equipment and infrastructure assets located at each building and to make recommendations as needed. The final report will enhance the city's planning capabilities by addressing the highest priority needs and also provide recommendations for improving facilities with the goal of 10-year capital asset budgeting. Another important aspect of this assessment is the historical significance of both the Public Library and City Hall. Understanding how to updated and make recommendations for the future while also maintaining its current historical significance is important both to us and the city.



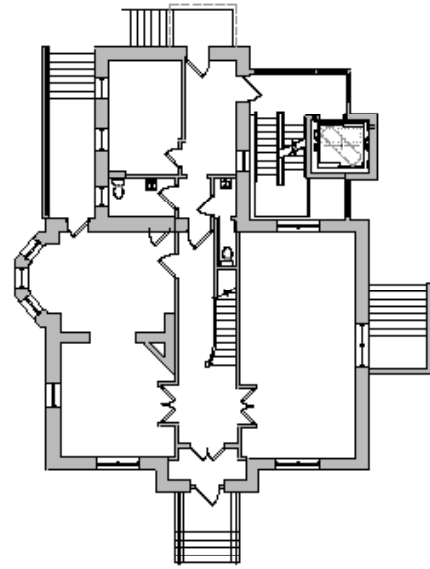
Historic City Hall



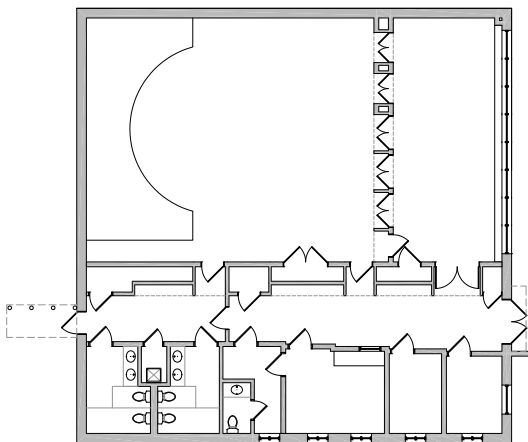
Justice Center
(Municipal Court)



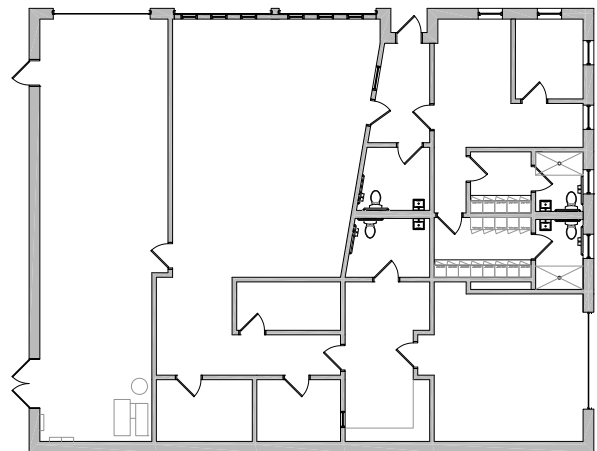
Historic
Public Library



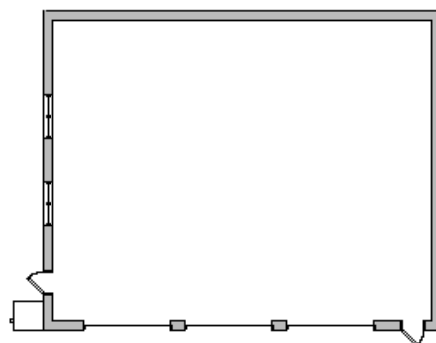
Historic
City Hall



Justice Center
(Municipal Court)

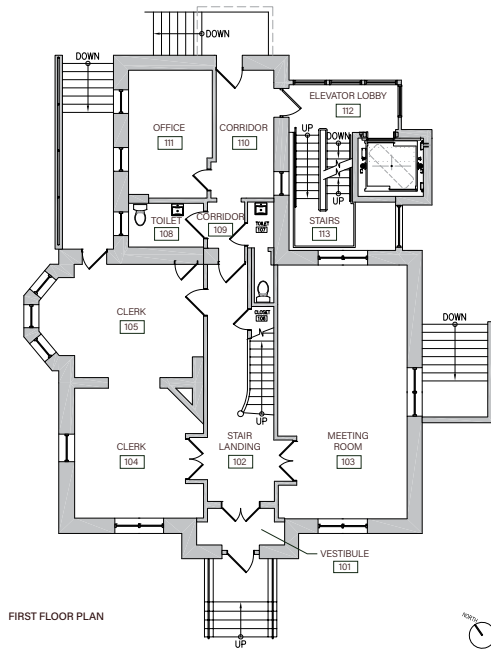


Police Department



Public Works Garage

CITY HALL
18 York Street
Lambertville, NJ 08530



FIRST FLOOR PLAN

The Musial Group p.a.

CITY HALL

Approximate Gross Area = 6,534 SF plus a basement and a cupola.

Number of Floors = 5 levels, including a basement and a cupola.

The floors comprises of:

Basement with an approximate gross area of 2,391 SF.

First Floor with an approximate gross area of 2,204 SF.

Second Floor (with two levels) with an approximate gross area of 2,165 SF.

Third Floor (with two levels) with an approximate gross area of 2,165 SF.

Cupola with an approximate gross area of 46 SF.

Construction Type: According to City records, the building is built with stone and mortar walls. Per on-site visual observation, vertical walls behind the mansard roof and cupola were found to be built with wooden studs. The floors and roof are supported by wooden structural members. If the building is indeed built with masonry supporting walls per the City records, then the construction type would be Type III per the International Building Code, NJ edition. If the bearing walls are wooden studs, then the construction type would be considered Type V per the International Building Code, NJ edition. Refer to the report by the structural engineer for more information about the structural elements in this building.

Year of Original Construction = approximately 1868

HISTORICAL BACKGROUND

The City Hall building was originally built by one of Lambertville's first settler/farmer/landowner descendant and lawyer, Alexander Henry Holcombe, for his new bride. The building has stone exterior walls, decorative moldings, and slate mansard roof in keeping of the French Second Empire Style which flourished during the reign of Emperor Napoleon III in France (1852-1871). At that time, there was a double entrance door and a porch outside the first floor that stretched the full width of the building's front.

In the 1920's, the Holcombe family donated the building to the Catholic Church, St. John the Evangelist. The church used the building as a local Catholic social club.

Later, in the 1950's, the City of Lambertville obtained ownership of the building and has occupied it ever since. The building has housed all municipal services, including the court, and library until a few years ago. In late 1988, the library moved out of the second floor to leave room for the expansion of the City Hall. The police department occupied the basement until 2001.

In 1983, the building was listed as part of the Lambertville Historic District on the New Jersey and National Registers of Historic Places.

Between 2000 and 2017, grants helped fund the building's restoration. This included repairs to the structure, masonry, front doors, and windows. The slate roof was replaced. The exterior trim was restored. A new stair tower

The Musial Group p.a.

CITY OF LAMBERTVILLE
HUNTERDON COUNTY

Photo 25
Photo of the east side of the rear porch. Repoint stone foundation wall, pane and paint. Repoint and repaint brick. Replace the painted and weather deteriorated hatch cover next the porch. Patch over masonry foundation wall. Replace damaged porch floor and repaint. Repaint the support of the porch roof. Repaint porch ceiling. Seal where conduits pass through the foundation walls.



Photo 26
Photo of the back porch. Replace damaged guardrail, wooden planks at the porch, support of the porch floor, and guardrail. Paint all surfaces. Replace window with an insulated window.



Photo 27
Photo of the back porch. Replace damaged guardrail, wooden planks at the porch, support of the porch floor, and guardrail. Paint all surfaces.

The Musial Group p.a.

Sample pages from the City of Lambertville Feasibility Assessment project, 2022.



Photo 19
Repair low wall cracks and
repaint at the handicapped
ramp at the southeast side of
the building. Remove the dirt
at the ramp and seal between
the sidewalk and ramp without
a rise or drop more than 1/4" to
be handicapped accessible.



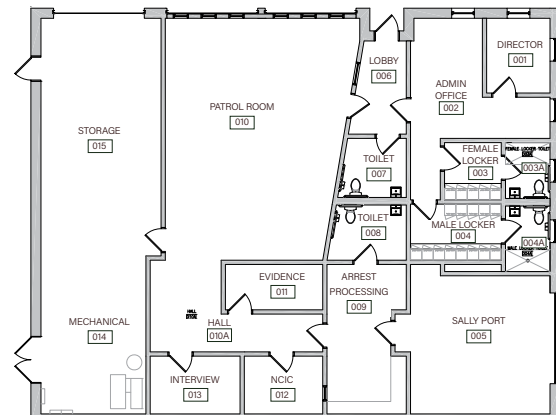
Photo 20
Repair the side walls of the
handicapped ramp.
Replace the sconce lights
with LED. Fill open joints
along the concrete ramp.



Photo 21
Remove organic growth
on the building. Repoint
and repaint brick. Repaint
guardrail, spindles, and
columns.

The Musial Group p.a.

POLICE DEPARTMENT
349 North Main Street
Lambertville, NJ 08530



FLOOR PLAN



The Musial Group p.a.

**PHILLIP L. PITTORE
JUSTICE CENTER**
25 S. Union Street
Lambertville, NJ 08530

Priority	Task	Cost
1	Clean air filters	\$500.00
1	Repaint exterior soffit at front entrance	\$200.00
1	Repoint exterior brick	\$300.00
1	Exterminate insect hive	\$100.00
1	Paint bollards near exterior meter	\$300.00
1	Install splash block under rain leader	\$100.00
1	Repair rust and repaint top of west canopy	\$450.00
1	Repair flashing of west canopy to exterior wall	\$700.00
1	Patch masonry openings at north wall	\$1,000.00
1	Clean roof	\$500.00
1	Repair roof leak at southeast area	\$1,500.00
1	Install backflow preventer	\$1,000.00
1	New insulation on exposed piping	\$5,000.00
1	Install detectable pads at driveway	\$1,000.00
1	305 ft. cont. inflatable flood barrier around building	\$57,035.00
		\$11,650.00

Priority	Task	Cost
2	Replaced soiled or stained ceiling tiles	\$500.00
2	Replace toggle light switches with sensors	\$3,000.00
2	Repaint walls and gypsum board ceilings	\$13,572.00
2	Clean acrylic ceiling panels in Hall 001	\$300.00
2	Build wing walls each side of drinking fountain to be handicapped accessible	\$1,000.00
2	Install handicapped grab bars in Toilet 007	\$700.00
2	Install vertical grab bars at water closets	\$300.00
2	Upgrade Lights to LED	\$1,520.00
2	Repaint rod supporting the front canopy	\$300.00
2	Repair EIFS at southwest corner of building	\$1,000.00
2	Repaint back (west) wall and columns of canopy	\$3,600.00
2	Repoint and repaint retaining wall west of building	\$3,210.00
2	Fill spider cracks in pavement	\$4,000.00
2	Seal coat parking lot	\$5,500.00
2	Repaint washout near parapet wall	\$7,500.00
2	Reset parking stops	\$1,000.00
2	Install pole mounted lights	\$30,000.00
2	Mitigate electrical systems above flood elevations	\$125,000.00
		\$202,002.00

Priority	Column1	Task	Column2
3		Refinish bench at west side of building	\$2,500.00
3		Replace water heater	\$5,000.00
		Replace HVAC units	\$60,000.00
			\$67,500.00

The Musial Group p.a.



Figure 2 FEMA Flood Fimette for 25 South Union St and 6 Lily St (flooding from Delaware River and Swan Creek)



Figure 3 FEMA Flood Fimette for 349 North Main Street (flooding from Delaware River and Alexander Creek)

The City of Lambertville keeps Elevation Certificates on file for some buildings within the floodplain. Not all of these are in the North American Vertical Datum of 1988 (NAVD88). FEMA, NJDCA and NJDEP mandate that all elevation certificates be maintained in NAVD88.

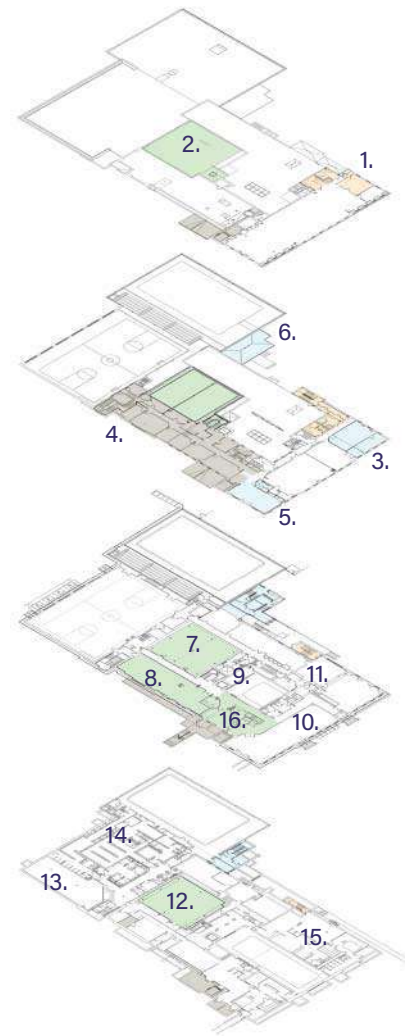
Consulting Engineers Collaborative, Inc.

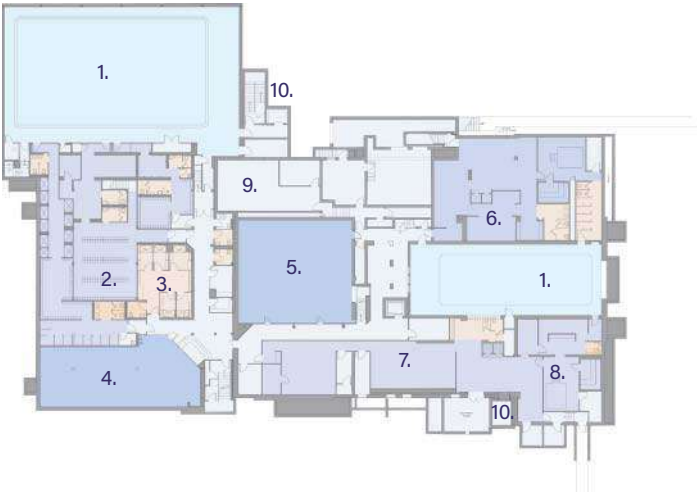
WESTFIELD AREA YMCA REHABILITATION

Owner	Westfield YMCA
Project Location	Westfield, NJ
Project Square Footage	30,520 sf
Project Features	Community Facility Phased Renovation Occupied Building Reconfigured Circulation Family and Girl's Locker Rooms Weight Rooms, Racquetball Court Wayfinding & Graphic Design New Elevators New Lounge Swimming Pools & Sauna Renovations

The existing Westfield Area YMCA consists of an original building dating from 1927, with a major gym and pool addition built in the 1960's. Working within an occupied building required that the complete renovation be conducted in phases. For the first phase, The Musial Group has designed additions to add 2 new elevators, a new building entrance with stairs and ramp, and a new exit stair and toilet rooms at the rear of the building. Careful coordination with the Owner's schedule by both our team during design and by the Contractors during construction was required. Additional phases entailed the construction of a new racquetball court on the first floor. This was achieved by raising the roof for this portion of the building, creating new usable space under it's footprint within the basement level. This new space was utilized as swing space for future phases during construction. An additional phase consisted of reconfiguration of the girls, and family locker rooms to develop a more efficient space and produce locker rooms that are more in keeping with contemporary approaches and accessibility requirements. Additional phases entailed the creation of a new entrance lobby area, lounge space, and cardiovascular and strength training facilities.

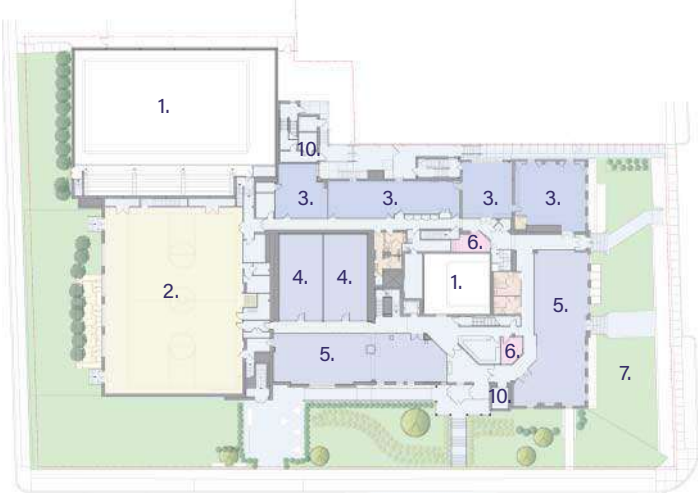
1. New Offices & Stairwell.
2. Raised roof for new Raquetball Court
3. New Yoga Rooms
4. Renovated Administrative Offices
5. New Lounge
6. New Stairwell
7. New Racquetball Courts
8. New Nautilus Room
9. New Elevator
10. New Cardio Room
11. New Childcare Wing
12. New Weight Room
13. Family Locker Room
14. Womens' Locker Room
15. Men's Locker Room
16. New Lobby





Basement Floor Plan

- 1. Pool
- 2. Women's Locker Room
- 3. Family Locker Room
- 4. Strength Training Room
- 5. Multi-Purpose Room
- 6. Men's Locker Room
- 7. Saunas
- 8. Whirlpools
- 9. Mech
- 10. New Elevator



First Floor Plan

- 1. Open to below
- 2. Gymnasium
- 3. Daycare Classrooms
- 4. Racquetball Court
- 5. Cardio Room
- 6. Administrative Office
- 7. Playground

ROCHELLE PARK POLICE SUBSTATION

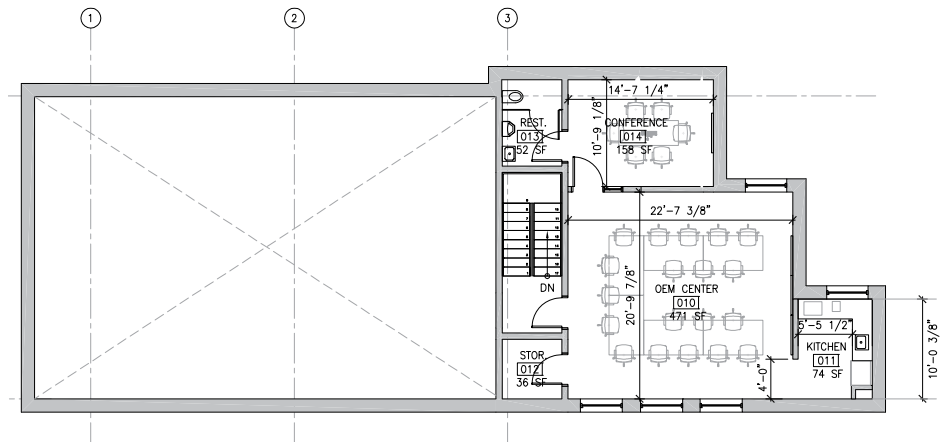
Owner Township of Rochelle Park
 Project Location Rochelle Park, NJ
 Project Square Footage 5,000 sf
 Project Features Existing Renovation
 Police Substation & OEM Center



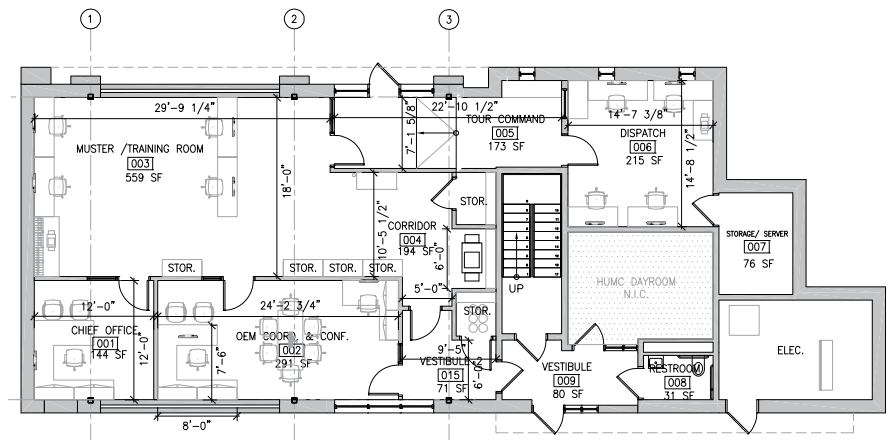
Building and Site Aerial

The Township of Rochelle Park hired the Musial Group to design an updated renovation of its critical Police Substation and OEM Center.

Design of the Substation includes a large OEM Command Center, multiple office meeting rooms, open plan muster office space, private offices, as well as a dispatch center. Included in the police substation program was the need for renovation to an existing kitchen space to be used by officers and staff.



Second Floor Plan



Ground Floor Plan

BRICK SENIOR SERVICES & EMS CENTER

Owner
Project Location
Project Square Footage
Project Features

Township of Brick
Brick, NJ
4,800 sf
Adaptive Re-use
Senior Services Center
EMS Station

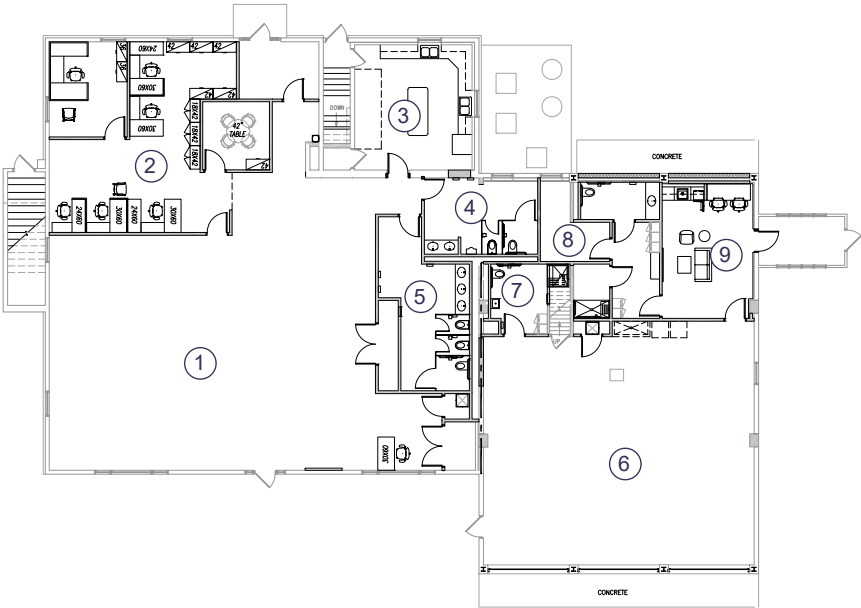


The Township of Brick acquired the former Volunteer Squad Building. Constructed in the 1960's, the facility operated for many years as a regional location for volunteer emergency medical services. The Township's intention is to renovate and separate the building into two separate areas, one portion of the building will be devoted to the EMS and the other for Senior Services.

As part of the project, The Musial Group Design Team conducted an existing conditions evaluation to asses the state of the existing building and determine its suitability for the desired functions to aide in the final design of the dual program building.

Design of the Senior Services area includes a large Assembly/Gathering space where events and group activities can be held. This open design allows for maximum flexibility of space. Included in the senior program was the need for on-site office space for the Senior Services department as well as a kitchen space where instructional classes will be offered.

The EMS portion of the design includes the re-use of the existing garage space with the redesign of the remaining space to include a personnell day room, men and women's locker rooms, and storage.



Ground Floor Plan

1. Assembly Room

2. Office

3. Kitchen

4. Men's Restroom

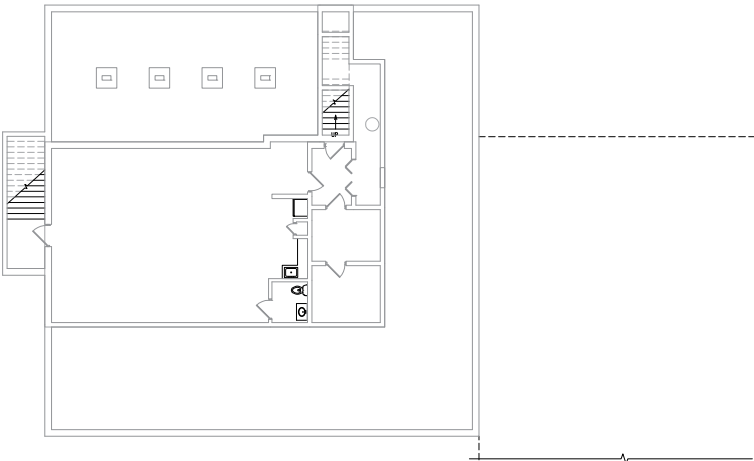
5. Women's Restroom

6. EMS Garage

7. EMS Women's Restroom

8. EMS Men's Restroom

9. EMS Day Room

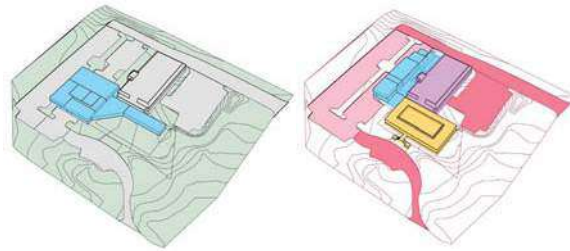


Lower Level Floor Plan

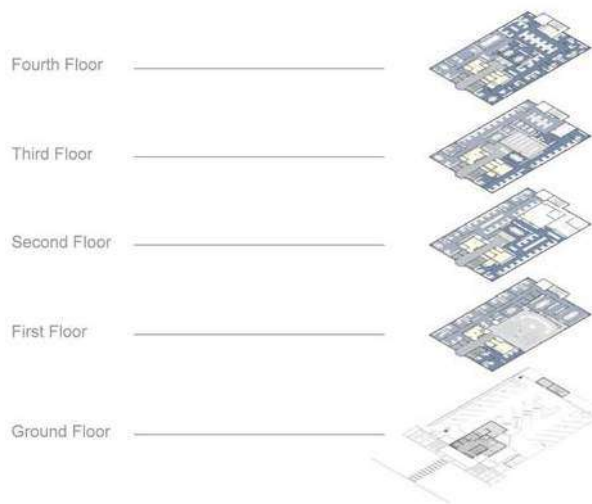
FOCUS

EXISTING CONDITIONS / PHASING

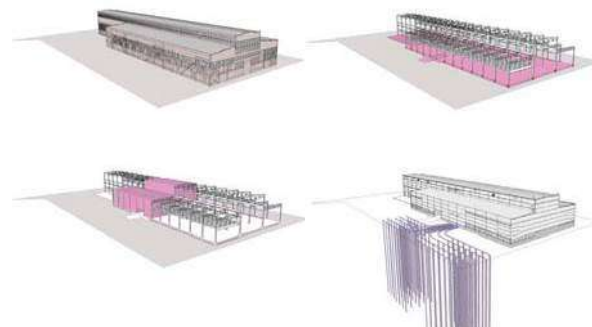
Orangetown Town Hall A significant part of our past experience includes developing space planning and programming for occupied governmental facilities that establishes a successful strategy for phased implementation without interruption of operations during construction. The historic town of Orangetown, NY sought to consolidate staff and their departments' functions to accommodate the need for a centralized and more efficient town hall/public safety place of operation while relocating off-site departments to the existing town hall site or to another site nearby.



Hudson County Administration Building Annex. Tasked with maintaining operations during construction, many of the challenges posed by the Hudson County Administration Annex building were resolved through closely coordinated phasing. Flex space was allotted within the building to allow for a swapping of floor plates by the various user groups during the phased construction. The project entails a complete gut renovation, including new circulation patterns and technology upgrade. Through numerous iterations, The Musial Group, working intimately with the various user groups to develop and discover efficiencies that provided a high degree of flexibility while promoting accountability and communication between the various departments.



Juneau Center With the facility falling into disrepair, The Musial Group was commissioned to investigate the potential of refurbishing the building and incorporate a number of additional user groups. Dealing with existing infrastructure demands a high level of coordination and consideration of project sequencing. When developing a site strategy, incorporating a means of addressing site construction, phasing logistics, and transferring of utilities is paramount.

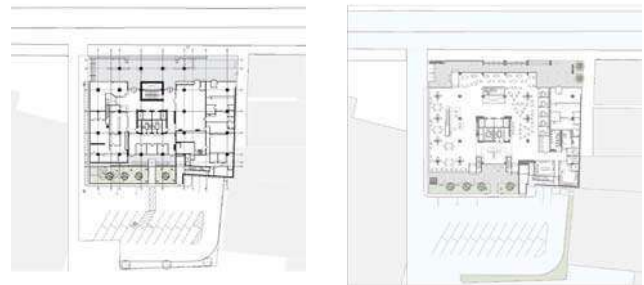


Office of the County Clerk The renovation of the Union County Courthouse was a multi-phase project. The scheme included renovations to the County Clerk's Office, Passport Office, and Elections, while maintaining continued operations of all program. The project demanded a detailed delineation of temporary walls, circulation and flex office space during construction to ensure continued operations. Coordinating the project schedule with Specifics during the calendar year were imperative for programs such as the Elections offices, which see high traffic during certain months of the year.



Union County College Lessner Building

The Musial Group, through a surgical approach to demolition, chose to express the robustness and unique structural systems that had been obscured through decades of ad-hoc renovations. Code analysis of the existing conditions confirmed that building was not code compliant. Given the programmatic requirement to have a clear and open space, a new egress stair was hung from the robust structure above, allowing for uninterrupted circulation below. Constructed during building occupancy, careful consideration to project logistics and phasing was required.



Westfield YMCA The existing Westfield Area YMCA consists of an original building dating from 1927, a major gym and pool addition built in the 1960's, and various renovations in the 1990's. We have been involved with several phased renovation / additions to add a new elevator, a new building entrance with stairs and ramp, and a new exit stair and toilet rooms at the rear of the building. The renovation has been constructed with the building fully occupied, which requires careful coordination with the Owner's schedule by both our team during design and by the Contractors during construction.



FOCUS

HISTORIC PRESERVATION

Jersey City Post Office During restoration of the historically designated Jersey City Main Post Office it was found that nothing remained of the four original 1911 bronze and wood revolving doors. The Musial Group was tasked to reconstruct, in bronze, a door that would satisfy local, state and Postal Service historic requirements. Details were developed from the original elevations and freehand profile sketches. The door enclosure on the building interior required the creation of curved half round and compound curve moldings and the fabrication of raised and inset panels. These are complemented by cast coin-on-coin fret panels.

The exterior opening is a refurbished stone arch and filling the upper portion is an arched bronze window produced by specialized subconsultants. Below, the door opening is framed by a running frieze in a classical leaf pattern. These castings and the interior fretwork were produced based on motifs popular in the time period. Also part of the restoration were the front and side steps which were in need of repair. The introduction of an ADA accessible ramp was done in coordination with the State Historic Preservation office so as to knit into the existing fabric.

Union County Clerk's Office Renovations to increase the square footage of the County Clerk, Passport and Elections offices required annexing a portion of the existing, historic record room. The reconfiguration of the record room's existing bronze mezzanine stairs was a critical maneuver to allow for an increase in the square footage of the adjacent program. The interface between the historic detailing and materiality and the new construction was highly considered. Developed as a complement, and detailed utilizing contemporary technologies, the new construction enters a dialogue with past construction. The project is being developed in consultation with the State Historic Preservation office.



Morris County Cupola and Lady of Justice

Restoration The cupola of the Morris County Courthouse, as well as the wooden Lady of Justice statue on the east facade pediment, had fallen into disrepair. The Musial Group assisted in developing reconstruction details and specifications to replace each element while taking care to replicate existing profiles and dimensions.

Glen Ridge Library The Glen Ridge Library was in need of additional space and the adjacent municipal building required handicap accessibility. The project consists of new building addition between two historic buildings in the Borough of Glen Ridge, New Jersey. The existing Glen Ridge Municipal Building and Public Library were built in the early 1900's and are historically designated. The Musial Group was charged with introducing a connecting link between the two buildings and blend in with the existing appearance. The project also includes handicapped access to the new and existing spaces. We were able to accomplish this with a new elevator in the addition and a handicapped lift at the library reading loft. The exterior materials were selected to match the existing brick and stone finishes, and the clay roof tiles blend in with the existing library roof. The project was reviewed and approved by the State of New Jersey Department of Environmental Protection & Energy, Natural & Historic Resources, Division of Parks & Forestry as well as the Office of New Jersey Heritage.

Union County Courthouse Rehabilitation The rehabilitation of the front steps and adjacent plaza of the Union County Courthouse entailed the detailing and reconstruction of stone profiles based on historic photographs and existing drawings. Care was taken to source the material for the project from the same quarry. In addition to the steps and plaza, we were also tasked with repairing the cheek walls, new bronze handrails and new lighting for the entrance of the Courthouse with careful attention to match the existing lighting.



5

REFERENCES

HUDSON COUNTY
OFFICE OF
AGENCY MANAGEMENT
MOBILE COMMAND CENTER

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REFERENCES



Union County Police Building,
Westfield, NJ



Hudson County Juneau Memorial Center,
County EOC, Kearny, NJ



Toms River Municipal Court and Police
Toms River, NJ

John A. Delutis
Assistant Director for Construction Management
County of Hudson
 Department of Roads & Public Property
 Hudson County Plaza, 257 Cornelison Avenue
 Jersey City, NJ 07302
 P: 201-369-2777; C:908-347-5552

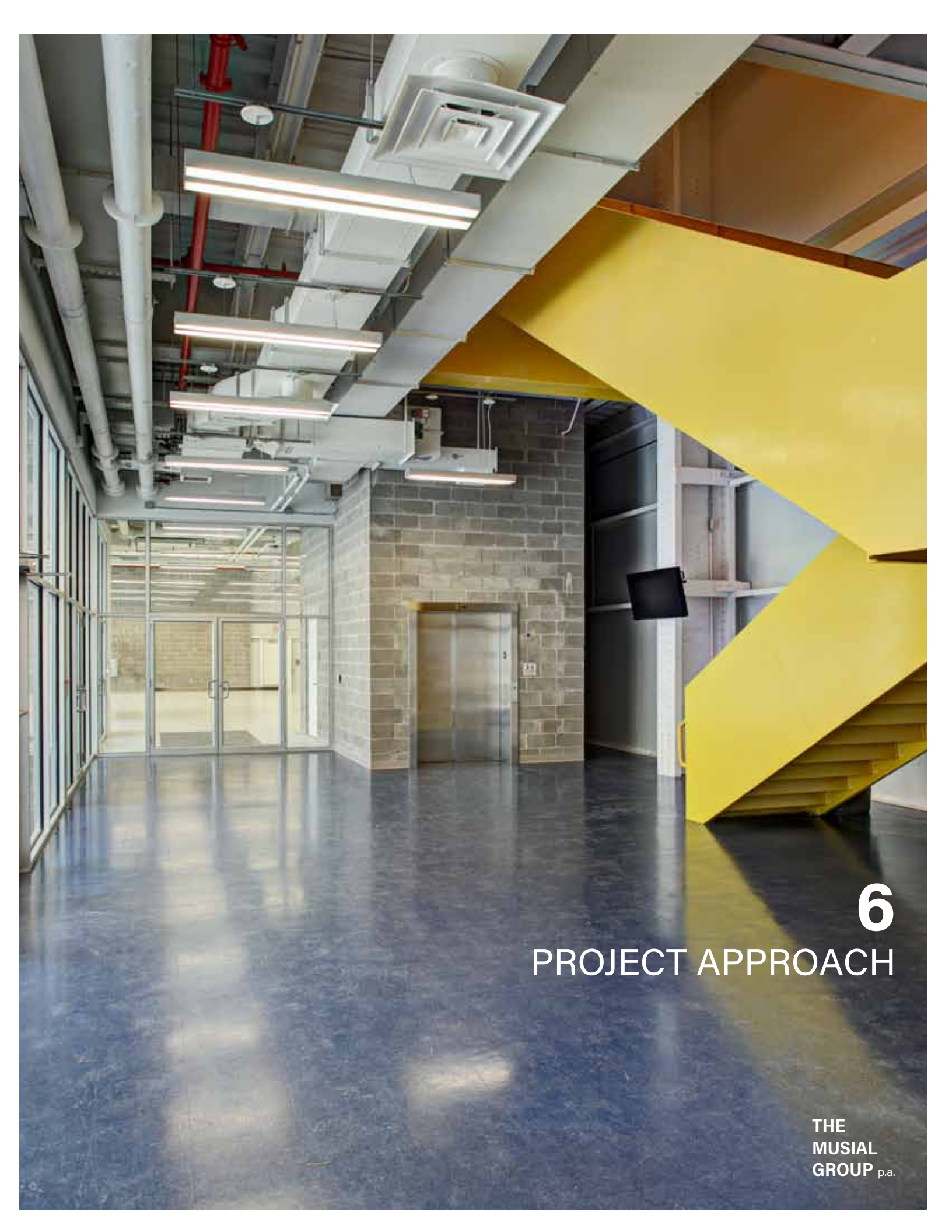
Susan O'Donnell
Chief Executive Officer at
Head Start Community Program of Morris County
 18 Thompson Avenue
 Dover, NJ 07801
 P: 973-989-1430

William J. Iselin
Asst. Engineer / Chief Code Enf. Office
Town of Dover
 37 North Sussex Street
 Dover, NJ 07801
 P: 973-366-2200 Ext. 2152; F: 973-366-0039

Alexander Mirabella
Municipal Manager
Township of Scotch Plains
 430 Park Avenue
 Scotch Plains, NJ 07076
 P: 908-322-6700 Ext. 313

David Endly
Supervisor of Trades
County of Morris
 County of Morris Buildings & Grounds
 10 Court Street, PO Box 900
 Morristown, NJ 07963
 P: 973-285-6340

Dimitri Musing
Administrator
Highstown Borough
 156 Bank Street
 Highstown, NJ 08520
 P: 609-490-5100; F: 609-371-0267

A photograph of a modern industrial or commercial interior. The floor is a polished, blue-grey material that reflects the overhead lights. On the right, a bright yellow staircase with a black handrail leads upwards. The ceiling is high and features exposed white pipes, red fire lines, and several long, rectangular fluorescent light fixtures. In the background, there is a glass-enclosed area and a set of double doors set into a grey brick wall.

6 PROJECT APPROACH

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TOWNSHIP OF WEST ORANGE - FEASIBILITY STUDY FOR TOWNSHIP DEPARTMENT OFFICES WORK PLAN

The Musial Group, in close collaboration with Township representatives, will follow an integrative design process. This process will seek to design and construct a project that is cost effective-over both the long and short terms- by working with all team members to discover synergies between programmatic elements and building systems in a way that high levels of building performance, human performance, and environmental benefits are achieved. We understand that at this time, the Township is interested in professional Architectural and engineering services to prepare a feasibility study for the West Orange Department offices for various spaces located at a number of sites, including 10 Rooney Circle, 46 Mt. Pleasant Avenue and 66 Main Street. We are prepared to offer the Township the following services.

1. *Programming Needs Analysis*
2. *Existing Conditions Analysis*
3. *Conceptual Designs (& associated cost estimates and phasing plans)*
4. *Feasibility Study Report*

Recognizing that budget and scheduling are of the utmost importance, our approach to the design of your project will enable your key decision-makers to become active participants in the design process to ensure a comprehensive, cost-effective solution. We have also included information on our project management plan, quality control methodology, and cost control techniques.

TASK 1 PROGRAMMING ANALYSIS

The Conceptual Design Phase is characterized by it's iterative process and may be considered as a feedback loop between stages of Analysis and Synthesis. Data sources are identified, assembled, and examined during the Analysis stage. At the Synthesis stage, parts are integrated while ideas are tested and validated with the intention of formulating a comprehensive solution. The Musial Group Design Team will work with Township of West Orange representatives to develop the sought after spatial and operational relationships and develop a standard from which the various conceptual schemes may be assessed.

Task 1.1 Identify Project Goals

Departmental Questionnaire

Functional Title	Space Type	Room No.	2019 SF Y1	2021 SF Y2	Remarks	Room Type
Chief of Police	PCOA	1			Also approximately 8 other offices	PC
Deputy	PCOB	1				PC
Secretary	PCGA	2				SPC: P

* Space Type: Select from the diagrams shown below for private offices (PO) and work stations (WS).

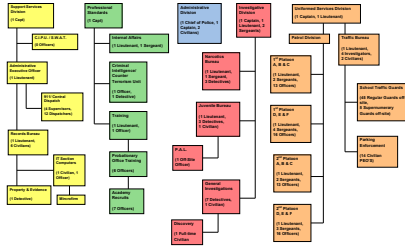
** Equipment Type refers to that dedicated to a particular individual. Examples:
 T = Telephone PC = Computer Terminal P = Printer

Task 1a Project Introductions: The Design Team will meet with Borough representatives and stakeholders to review and verify project goals, needed outcomes, and project schedule.

Task 1b Identify Departmental Standards, Protocols and Operational Expectations: The Design Team will review documents that are made available to assess the possibility to create and/or further Departmental Standards as they relate to the built environment. Operational expectations and sought after spatial relationships will be assessed.

Task 1c Identify Validation Standards: The Design Team will work in concert with the Borough's representatives to develop a set of priorities and values to be used as a rubric when assessing and judging design concepts.

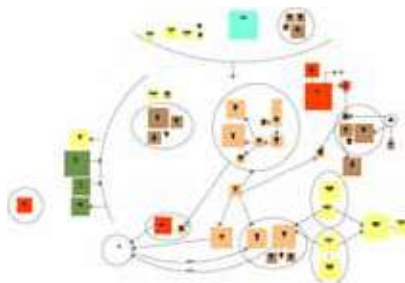
Organizational Diagram



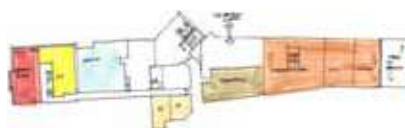
Space Allocation Matrix

ROOM NAME	AREA	PLUMB	ELECT
Mayor's Campus			
Mayor's Office	382	0	1,275
CONFERENCE ROOM	185	0	
LOBBY	100	0	
REC. ROOM	125	0	
Mayor's Toilet	52	0	
Mayor's Corridor	74	0	
CHANGEROOM	80	0	
GOV. DISTRICTS			
CITY ATTORNEY'S			840
CITY ATTORNEY'S OFFICE	400	0	
CLERKING	180	0	
STORAGE	70	0	
RESTROOMS	100	0	
PUBLIC DEFENDER	100	0	
VEHICLE	90	0	
ENGINEERING			
ENGINEER CONFERENCE	100	0	2,000
ENGINEER CAPTAIN	250	0	
CLERKING	200	0	
ASST. MGT. INCHARGE (OFFICE)	200	0	
DRAWING ROOM	700	0	
STORAGE - PRINT ROOM	150	0	

Adjacency Diagram



Conceptual Sketch



Task 1.2 Data Collection & Analysis

Task 2a Data Collection & Analysis: The Design Team will assemble and analyze information related to the various programmatic elements. A survey questionnaire will be administered and will assist in identifying facility needs and will contribute to the development of the program activities to follow. Sub-tasks in this Task will also include Field Investigation and Interviews.

Task 1.2b Development of Individual Space Criteria: A review will be conducted to determine the desirable characteristics of each programmatic element. In addition to square footage requirements and relationships, considerations may take into account sought after material, acoustic, technological infrastructure, and lighting attributes. This review will be based upon information developed in the preceding tasks.

Task 1.2c Develop Space Program: This task will identify the necessary net and gross square footages, assigned personnel, public users, and component allocation. This activity will focus upon the analysis of operational needs for the types of activities involved, including technology and equipment needs, storage and support, and special requirements. Parking requirements will also be included.

Task 1.2d Operational Assessment of Needed Component Adjacencies: A review will be conducted to determine the desirable adjacencies of performance and support functions that will promote efficiency in operations and delivery of services. This review will be based upon information developed in the preceding tasks.

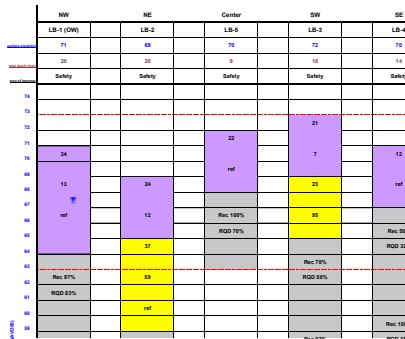
Subsequent to the creation of the Architectural program, a vision will be presented in narrative form explaining the building and site's potential to serve the stated purposes.

Task 1.3 Site Analysis

Concurrent to the previously listed tasks, investigations into the site's attributes will be undertaken.

Task 3a Site Survey: A review of the existing site will be undertaken and will note existing utilities, topography and major characteristics that define the site to view any salient information that might inform future endeavors.

Subsurface Conditions



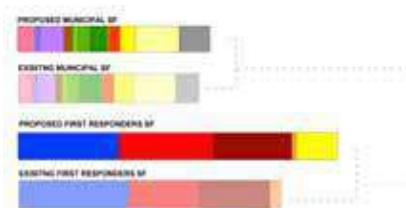
Task 1.3c Utility evaluation: The Design team will verify existing conditions on site, and will evaluate the capacity of utilities identified, and will issue "Will Serve" letters to determine the location, age, size and condition of each. The Utility report will also contain a utility map and inventory with statements regarding their presence and capacity. The report will reveal whether the existing utilities are adequate for the project's needs.

Task 1.3d: Site circulation Analysis: An analysis will be conducted to assess and optimize the ingress/egress and propose code compliant parking layouts and traffic migration improvements. These evaluations will inform the Conceptual Schemes.

TASK 2 EXISTING CONDITIONS ANALYSIS

Concurrent to the previously listed task, investigations into the conditions of the existing facility will be assessed

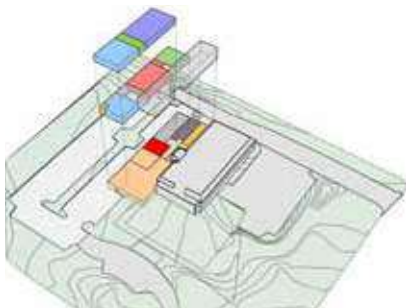
Existing vs. proposed spatial needs



Task 2.1a Architectural Analysis: This task will document all of the existing layout and program. Further, a record the characteristics of the existing facility will be established. Square footage, construction type, and age of the building(s) will be documented. The state of the building envelope such as exterior walls, fenestration, roof & foundations will be assessed. The type and state of the interior finishes & any casework will be documented. Accessibility & compliance with ANSI 117.1 will be assessed.

Task 2.1b Structural Analysis: A review will be conducted to determine conditions of the structural elements within each building. A narrative will be prepared that will describe the structural systems employed for the roof, walls & foundations. Their conditions will be recorded.

Blocking and Stacking Diagram

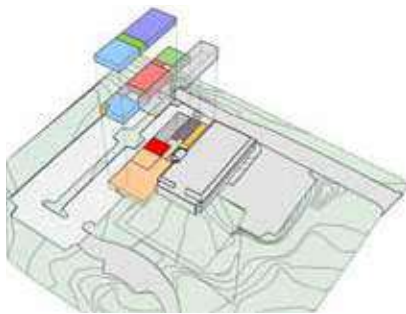


Task 2.1c MEPF Analysis: An MEPF review will be conducted that will catalogue and assess all the major mechanical equipment and systems within the building. Service life and warranties will be determined and documented. Electrically, the review will entail the documentation of the power distribution & state of the emergency generators at the various locations. Lighting, low voltage systems, fire alarm system as well as access control systems will be documented. From a plumbing standpoint, the domestic, sanitary & stormwater systems will be reviewed and documented. The presence and state of fire suppression systems will be documented and recorded.

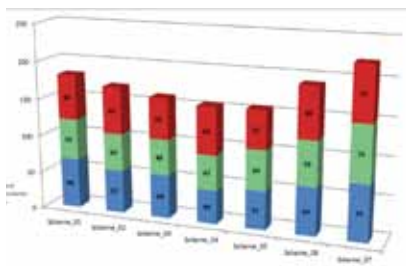
TASK 3 CONCEPTUAL DESIGN SYNTHESIS

The Design Team will prepare conceptual plans based on the approved program which will indicate various alternative approaches. We will develop block schematics to define internal and external circulation patterns and component relationships. Construction phasing and other significant site constraints will be factored in at this stage.

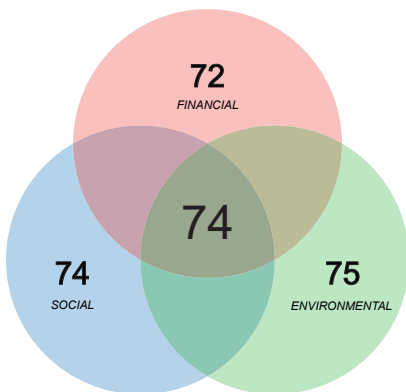
Blocking and Stacking Diagram



Scheme Evaluation



Scheme Scorecard



Task 3.1a Blocking and Stacking Plan Development: Within the framework of the preferred Programmatic assessment, the Design team will prepare blocking and stacking scenarios for all components. Both spatial fit, following space program requirements, and operational performance criteria will guide the development of this work. With the program now in hand, and with an understanding of the sought after relationships between programmatic elements, this task aims to develop a relationship to the site's inherent characteristics and attributes with the goal of enhancing the spirit of a Place.

Task 3.1b Schematic Plan Alternatives: Based on the program defining projected needs and required relationships, the Design Team will undertake the study of Schematic building and site plans. Access, security, external and internal circulations will be important drivers in this Task. Lessons learned from previous interviews as well as the project's relationship to the context will be reviewed with the Borough's representatives for their input and ranking. Top options will be carried to the next stages.

Task 3.1c Cost and Schedule Analysis: For each proposed scheme, the projected schedule and each scheme's associated construction cost and projected operational costs will be prepared by the Design Team.

Task 3.1d Performance Validation / Energy Analysis: The attributes of the various schemes will be documented in preparation for their assessment and ability to garner LEED points as a metric, regardless of whether LEED certification is being pursued. We will tailor the extents of this analysis based upon feedback from the Borough representatives. Many clients differ in how intensive of an energy evaluation is appropriate.

Task 3.1e Scheme Assessment: Based on performance criteria and values set forth at project commencement, a scoring matrix is developed to aid in assessment of potential design options. A rubric that coincides with a triple bottom line value system-which assesses each concept in it's ability to perform under 3 lenses: 1. Social, 2. Environmental, 3. Financial is developed, with the winning scheme moving on to the Feasibility Report as the recommended option.

TASK 4 FEASIBILITY STUDY REPORT

The Design Team will prepare a Feasibility Analysis report. It shall include all salient information gathered and developed from the preceding tasks as well as recommendations, conclusions and discussions of next steps.

Scheme Evaluation Matrix

EVALUATION MATRIX SOCIAL

53. COMMUNITY ASSET: Does the project promote community dialogue, offer a civic venue, place of recreation, or information exchange? Does it impact visual, infrastructural, or community resources?

	Importance Factor (1 to 5)	Score (1 to 10)	Rating
Scheme 1	1		
Scheme 2			
Scheme 3			
Scheme 4			
Scheme 5			
Scheme 6			
Scheme 7			

Comments:

54. INCLUSION: Does the project make accommodations for diversity in age, gender, income race, and those with special needs?

	Importance Factor (1 to 5)	Score (1 to 10)	Rating
Scheme 1	1		
Scheme 2			
Scheme 3			
Scheme 4			
Scheme 5			
Scheme 6			
Scheme 7			

Comments:

Preliminary Cost Estimate

00000 square feet of building			
00000 site improvement size			
00000 site size			
Construction Cost			
demolition	\$		00000
site work	\$		00000
general construction	\$		00000
structural steel	\$		00000
plumbing	\$		00000
hvac	\$		00000
electrical	\$		00000
data	\$		00000
fire protection	\$		00000
sub total	\$		00000
general conditions @ 6%	\$		00000
sub total	\$		00000
bond & insurance @ 2%	\$		00000
Sub Total Construction Costs	\$		00000
Contingency	\$		00000
Total Construction Costs	\$		00000

Preliminary Schedule



Task 4.1a Facilities Assessment Report. Based on the findings during the previous tasks, the Design team will develop a report that will enumerate the conditions of each of the components as well as provide recommendations for addressing the various issues. Each recommendation will have an associated cost and timing value associated with it. A list of priorities will be provided with recommendations regarding a timeline describing when an upgrade or repair should and must be undertaken.

Task 4.1b Cost and Schedule Analysis: For each proposed scheme, the projected schedule and each scheme's associated construction cost and projected operational costs will be prepared by the Design Team.

Task 4.1c Concept Assessment: Based on performance criteria and values set forth at project commencement, a scoring matrix is developed to aid in assessment of potential design options. A rubric that coincides with a triple bottom line value system-which assesses each concept in it's ability to perform under 3 lenses: 1. Social, 2. Environmental, 3. Financial is developed, with the winning scheme moving on to be described in more detail within the Report.

Task 4.1d Prepare, Present & Issue Deliverables: Upon completion of previous tasks, the final deliverables, inclusive of all items enumerated within Addendum #1, will be issued both in digital and physical format.

PROJECT MANAGEMENT

The Musial Group is committed to a system that oversees the progress and quality of design to assure that a standard of excellence is achieved. Our management structure establishes a strong central administration and point of client contact. This goal is accomplished by the project manager who has day-to-day responsibility for project administration, delivery of services and allocation of resources. Project managers are assisted by a team of in-house and consulting professionals in a variety of disciplines:

- Architects
- Planners
- Interior Designers
- Graphic Designers
- Heating, Ventilating and Air Conditioning Engineers
- Electrical, Plumbing and Acoustic Engineers
- Structural Engineers
- Geotechnical & Civil Engineers
- Security Engineers & IT Professionals

Our management system includes staffing and time analysis techniques to assist the project manager in monitoring job progress. We use Microsoft Project software to schedule and allocate staff in addition to preparing and monitoring construction schedules. A weekly staff meeting establishes priorities and maintains professional, high-quality service. This has resulted in an extensive list of satisfied clients whose projects were completed on time and within budget.

The following techniques have contributed to our successful project management record:

- An agenda is forwarded in advance of each meeting. All parties can then bring appropriate reference materials, reach a consensus and make informed decisions.
- Minutes or notes are prepared and distributed promptly after each meeting.
- The minutes document all decisions and clarify who is responsible for taking agreed-upon actions.
- A list of open issues is prepared prior to the completion of each phase. This functions as a checklist so that decisions can be finalized in a timely fashion.

PROJECT QUALITY CONTROL

It is essential for the Borough of Morris Plains to be provided with a finished project that is:

- Appropriate for its intended function
- Aesthetically pleasing
- Operationally efficient
- Flexibly designed to accommodate program changes and future modifications

At each phase, we review our documents for completeness and technical accuracy. Our quality review committee is headed by Noel S. Musial, A.I.A. and includes senior architects and engineers who have experience with similar projects, but may not be directly involved in the project. They scrutinize the details and provide our

project managers and designers with objective criticism. Additionally, our construction administration personnel assist at 50%, 90% and 100% completion of contract documents to identify constructability concerns arising from their experience with our completed projects. The Musial Group has one individual on staff whose only function is to provide quality control by reviewing drawings as they are produced. This process has led to our remarkable record of success regarding constructability.

PROJECT INFRASTRUCTURE

Within the office, we utilize a number of drafting, modeling and visualization programs, leveraging the attributes of each as a project demands. **AutoCAD Architectural Desktop & Revit**, both Autodesk products, comprise the bulk of our production infrastructure. **Ecotect**, and **Dynamo**, both Autodesk plugins, afford us the ability to develop analytical models to test ideas and schemes from an energy usage and daylighting standpoint. Quick 3d modeling often sees a workflow that transfers from **Rhino** (utilizing, when necessary, **Grasshopper**, an algorithmic modeling plugin) to Revit. When a photorealistic render is requested, **Lumion** builds upon a Revit or Rhino base model. Illustrations, diagrams and community outreach material is developed utilizing the full suite of **Adobe Creative Suite** products, with 2 dimensional graphics developed in **Adobe Photoshop, Illustrator & In-Design**. If deemed necessary to convey temporal aspects of a project, short animations typically see a workflow utilizing **Illustrator, Rhino or Revit** in concert with **After Effects**, another product offered by Adobe.

The Musial Group Design Team leverages a number of project management platforms, contingent on the nature and scope of a project. Coordination and communication between disciplines, consultants, and clients may see a range of products utilized, such as **Go-to Meeting**, where desktops are shared to convey ideas visually and in real-time. **Slack**, & **Sharepoint** are used as project databases and **Navisworks** enables multiple disciplines to coordinate their work. Regardless of the platform used for a particular project, The Musial Group manages the Project Information for the duration of the design phases, which is compiled to produce a **Project Data Manual**, which is the record of the culmination of the efforts undertaken. We have found this to be an incredibly valuable tool, both for the sake of posterity, but also to trace the lineage of design decisions.

PROJECT REPRESENTATION

Some projects demand an integration of the community into the design process to gain support and convey a project's intentions and characteristics. If required, project related graphics and Project Website will be created and managed by The Musial Group. We have found the **Squarespace** platform to be a good candidate, given it's array of templates, versatility, and clarity of layout designs. To buttress digital representations, we have found that the creation of 3 dimensional physical models are still a tried and true method of conveying a project to those not accustomed to working in the design fields. As a design practice rooted in the principles of "learning through making", we consider the iterative process of using our hands as a means to create, learn, and solve problems-not just as a tool for representation. As such, our office is equipped with a **1,000 sf Model Shop** to test and make ideas manifest. We attempt to leverage the most utility out of all methods of representation, be it a complement of digital, physical, or narrative forms.

From a constructability, logistics, and coordination standpoint, utilizing a Building Information Model such as that produced in Revit, allows for a higher degree of coordination between disciplines as well as enabling a deeper understanding of the logistics during the construction process and how a project design may incorporate those considerations. Being a true digital representation of a project, multiple drawings can be automatically and instantaneously updated since they can be associated on a common database, as opposed to merely sharing some layers. This feature assures that plans of different scales will show the same backgrounds, and coordination of mechanical items with architectural drawings and structural clearances is more thorough. Drawing files can be easily imported and exported in dxf and other formats that are fully compatible with AutoCad and other common software.

COMMUNITY OUTREACH

Whether it be reaching out to community leaders, neighborhood organizations, or holding stakeholder and community workshops, the inclusion of many voices strengthens a project. In preparing for presentations, The Musial Group will develop materials to convey salient features and key messages of a project. During the design process, and if deemed appropriate by the Township's representatives, The Musial Group will facilitate workshops to receive feedback on the project. These sessions -which may approximate a charrette session or may consist of a presentation with a question and answer segment- will be tailored to the audience. We view each project as an opportunity to join scales, be it the relationship of an individual to a community or a built work's relationship to the ecological context.



PROJECT COST CONTROL

Construction cost estimating is an integral part of our service during Schematic Design, Design Development and Construction Document Phases. Major issues affecting the design of your project are evaluated to determine their financial impact prior to implementation. In this way the project is kept within budget. Major components of the cost control process include:

- Investigation of local market trends (i.e. pay scales, availability of skilled laborers and inflationary trends, for example).
- Investigation of alternative construction systems.
- Investigation of major mechanical/electrical sub-systems in order to identify related cost implications for installation and operation.
- Evaluation of the overall schedule to determine cost impacts of seasonal construction.
- Analysis of key elements for durability, maintenance and potential cost savings.

In the early planning stages, we prepare a comprehensive cost package for the entire project based on a detailed description of expected building systems and materials. This package is jointly reviewed by all project participants to consider initial and life-cycle costs, constructability, ability to meet proposed functions, site constraints and local availability of materials and labor.

Cost per square foot budget analysis are then prepared based on our records of previously completed projects. We use D4 costs computer program, which updates previous projects to today's costs. These figures are double-checked against MEANS and other nationally available databases. Analysis and exploration of options are done using Excel spreadsheets. Decisions on any design changes are arrived at mutually. During design development and construction document phases, detailed estimates of the total project cost are prepared and include site demolition, upgrading of utilities, site development, construction, landscaping, furnishings and fixtures, architectural fees, engineering fees, testing fees, market abnormalities, inflation and contractor's overhead and profit. For larger projects quantity takeoffs are prepared using the software's database feature.

PROJECT SCHEDULE CONTROL

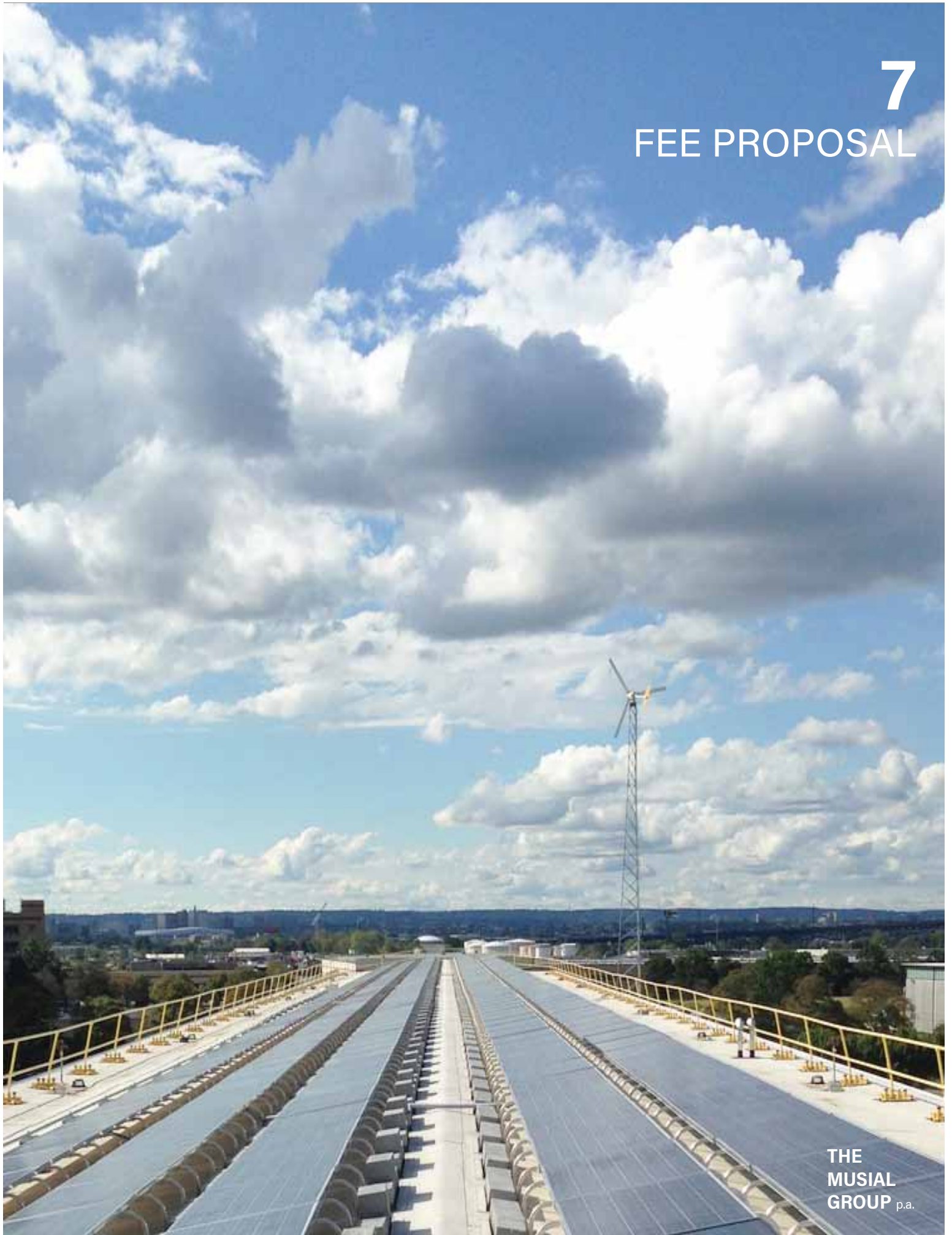
The Musial Group believes in fulfilling the most stringent of time schedules without sacrificing quality or cost-effectiveness. To ensure compliance with project deadlines, it is our policy to develop a schedule identifying all meetings, owner review inputs, governing agencies' approvals and architect-engineer and consultant tasks. The roles of all project participants are defined clearly. Once committed to a schedule, we always adhere closely to it.

By employing strong project management practices, careful planning and accurate budgeting, The Musial Group believes that efficient designs can meet the most restrictive standards. We realize that budget considerations are paramount since budgets are usually made early and must be adhered to. The project cost at time of bidding cannot be exceeded and therefore we must be as accurate as possible. Our early involvement in the planning of your project will enable you to have reliable costs early in the design phase.

The early decision-making approach is reflected in our successful record of budgetary performance. We establish the required accuracy and depth in our budget planning estimate that results in a construction bid that is neither too far above nor too far below the estimated costs for the project.

7

FEE PROPOSAL



THE
MUSIAL
GROUP p.a.

FEE PROPOSAL

The Musial Group has reviewed the objectives of the study and scope of services enumerated within the RFP.

Lump sum cost for the scope of services outlined within the RFP : \$29,450.00

We anticipate project completion and issuance of the final report within 60 days of Notice to Proceed.

2024 STANDARD SCHEDULE OF CHARGES & GENERAL CONDITIONS

1. PROFESSIONAL SERVICES

- A. For agreements based on actual hours expended or additional authorized work on lump sum projects, the following hourly rates shall apply:

President, Noel S. Musial, A.I.A., PP, NCARB	\$195.00
Principal, Noel Musial, II, A.I.A. NCARB	\$175.00
Architect (Associate of the Firm)	\$150.00
Staff Architect	\$125.00
Staff Engineer	\$125.00
Staff Design Engineer	\$100.00
Project Manager	\$95.00
Architect Intern	\$95.00
Architectural Designer	\$90.00
Draftsperson	\$85.00
Junior Draftsperson	\$75.00
Landscape Architect	\$75.00
Interior Designer	\$70.00
Planner	\$95.00
Field Representative	\$80.00
Clerical	\$50.00

- B. For expert testimony before Planning Boards and Boards of Adjustments, the minimum billing will be four (4) hours.

2. REIMBURSABLE EXPENSES FOR ADDITIONAL SERVICES

- A. Consultants which are not part of a proposal, such as structural, civil, hydraulic, kitchen, etc., will be billed at a rate of 1.3 times the amounts billed to our office.
- B. Reproduction of documents by outside vendors will be billed at the rate of 1.5 times the cost billed to our office. In-house reproduction of drawings will be billed at \$0.50/sq. ft. Plotter usage will be billed at \$40.00 per plot. Computer CD of drawings at \$250.00.
- C. Express mail or overnight messenger services are billed at 1.5 times the cost billed to our office.

3. INVOICES

- A. Invoices will be submitted monthly. Billing will be based on the actual hours expended or the percentage of work completed, as provided in the Owner/Architect agreement. Invoices are payable within thirty (30) days.
- B. Any invoice or portion thereof that is not satisfied within thirty (30) days will be subject to interest charges of 1.5% per month. If we do not receive payment as per our invoices, we reserve the right to suspend any further services.



8

FORMS & DOCUMENTATION

THE
MUSIAL
GROUP p.a.

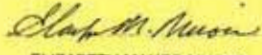
EMPLOYEE INFORMATION REPORT CERTIFICATE

Certification 26513

CERTIFICATE OF EMPLOYEE INFORMATION REPORT
RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-APR-2020** to **15-APR-2027**

THE MUSIAL GROUP, P.A.
191 MILL LANE
MOUNTAINSIDE NJ 07092



ELIZABETH MAHER MUOIO
State Treasurer



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
04/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners of New Jersey LLC 20 Commerce Drive Suite 200 Cranford NJ 07016		CONTACT NAME: Deana Kotsianas PHONE (A/C, No, Ext): (732) 574-8000 E-MAIL ADDRESS: Deana.Kotsianas@assuredpartners.com FAX (A/C, No): (732) 574-8001	
INSURED THE MUSIAL GROUP PA 191 MILL LN MOUNTAINSIDE NJ 07092-2920		INSURER(S) AFFORDING COVERAGE INSURER A: Selective Casualty Ins Co INSURER B: Continental Indemnity Co. INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 14376 04962	

COVERAGES
CERTIFICATE NUMBER: CL239845194

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:			S 1280216	06/30/2023	06/30/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			S 1280216	06/30/2023	06/30/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			S 1280216	06/30/2023	06/30/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under: DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 407021	06/30/2023	06/30/2024	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional and Pollution Incident Liability			AEH276156181	09/13/2023	09/13/2024	Each Claim \$1,000,000 Aggregate \$3,000,000 Deductible \$15,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

U.S. GREEN BUILDING
COUNCIL CERTIFICATE

The U. S. Green Building Council

hereby presents to

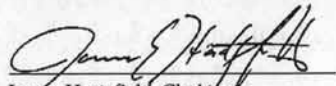
THE MUSIAL GROUP, p.a.

Mountainside, NJ

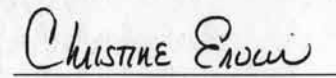
Certificate of Membership

As a balanced, consensus coalition representing the entire building industry, we promote the design, construction, and operation of buildings that are environmentally responsible, profitable, and healthy places to live and work.




James Hartzfield, Chairman

Member since 2003


Christine Ervin, President & CEO

SMALL BUSINESS ENTERPRISE CERTIFICATE



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026

PHIL MURPHY
Governor

TAHESHA WAY, ESQ.
Lt. Governor

TRENTON, NJ 08625-026
PHONE: 609-292-2146 FAX: 609-984-6679

ELIZABETH MAHER MUOIO
State Treasurer

5-YEAR RECERTIFICATION

APPROVED

under the
Small Business Set-Aside Act

This certificate acknowledges THE MUSIAL GROUP, P.A. as a Category 2 Approved Small Business Enterprise (SBE) that has met the criteria established by N.J.A.C. 17:13.

In order for this certification to remain in effect **throughout the 5 year certification period**, the business **must submit annual verification statements** attesting that there has been no change in ownership, control, or any other factor of the business affecting eligibility for certification as a small business. The verification statements must be submitted **not more than 60 days** prior to the anniversary of the certification approval.

If the business fails to submit the annual verification statement by the anniversary date, or a renewal by its expiration date, the certification will lapse and the business will be removed from the system (SAVI) that lists small business entities. If the business seeks to be certified again, it will have to reapply by submitting a new application.



Peter Lowicki

Peter Lowicki
Deputy Director

Issued: 11/6/2023

Certification Number: A0419-78

*Expiration: 11/6/2028

***As noted above, in order to maintain its certification status, the business must submit verification statements for each of the five years.**

FORM 48 AN
(REVISED 1/09)

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

NOTICE OF CONSULTANT PREQUALIFICATION

FIRM: THE MUSIAL GROUP ARCHITECTURE
ADDRESS: 191 MILL LANE
MOUNTAINSIDE, NJ 07092

☐ INITIAL ☐ REVISED ☒ RENEWAL

DATE OF ISSUE: NOVEMBER 15, 2023
EXPIRATION DATE: NOVEMBER 15, 2025
FEDERAL ID NUMBER: 222 715 705

☐ MBE ☐ WBE ☒ SBE ☐ VOB

The Experience Questionnaire (FORM 48A), submitted by your firm, has been reviewed. As a result of this review, your firm may be invited to submit proposals for projects involving the checked discipline(s) having a not to exceed Construction Cost Estimate (CCE) as noted. For the purposes of this form, NA = no fixed amount.

☒ ARCHITECTURE	25 MILLION	☒ ROOFING CONSULTANT	10 MILLION
☐ ELECTRICAL ENGINEERING	_____	☐ ACOUSTICS	_____
☐ HVAC ENGINEERING	_____	☐ ASBESTOS DESIGN	_____
☐ PLUMBING ENGINEERING	_____	☐ ASBESTOS SAFETY MONITORING	_____
☐ CIVIL ENGINEERING	_____	☐ CLAIMS ANALYSIS	_____
☐ SANITARY ENGINEERING	_____	☐ TELECOMMUNICATIONS	_____
☐ STRUCTURAL ENGINEERING	_____	☒ FEASIBILITY PLANNING	10 MILLION
☐ ELEVATOR/CONVEYOR ENGINEERING	_____	☐ FIRE DETECTION SYSTEMS	_____
☐ SOILS ENGINEERING	_____	☐ FIRE PROTECTION SYSTEMS	_____
☐ FIRE PROTECTION ENGINEERING	_____	☐ FOOD SERVICE	_____
☐ ENVIRONMENTAL ENGINEERING	_____	☐ HYDRAULICS/PNEUMATICS	_____
☐ MARINE ENGINEERING	_____	☐ HYDROLOGY	_____
☐ LANDSCAPE DESIGN	_____	☐ SECURITY SYSTEMS	_____
☒ PLANNING	3 MILLION	☒ SITE PLANNING	5 MILLION
☐ LAND SURVEYING	_____	☒ HISTORIC PRESERVATION CONSULTANT	NA
☐ AERIAL SURVEYING	_____	☐ ENERGY AUDITING	_____
☐ HYDROGRAPHIC SURVEYING	_____	☐ TRAFFIC	_____
☒ FIRE & LIFE SAFETY RENOVATIONS	10 MILLION	☐ TRANSPORTATION	_____
☐ BUILDING COMMISSIONING	_____	☐ WASTE/WATER TREATMENT	_____
☐ BOILER/STEAM LINES/HIGH PRESSURE SYS.	_____	☐ ENERGY MANAGEMENT CONTROL SYSTEM	_____
☐ DAM/LEEVE DESIGN	_____	☐ RENEWABLE ENERGY CONSULTANT	_____
☒ BARRIER FREE/ADA DESIGN	5 MILLION	☒ CONSTRUCTION FIELD INSPECTION	10 MILLION
☒ ESTIMATING/COST ANALYSIS	NA	☒ PROJECT MANAGEMENT	10 MILLION
☒ INTERIOR DESIGN/SPACE PLANNING	3 MILLION	☐ ENVIRONMENTAL CONSULTANT	_____
☒ ROOFING INSPECTION	10 MILLION	☐ STORAGE TANK REMOVAL	_____
☐ CONSTRUCTION MANAGEMENT	_____	☐ STORAGE TANK INSTALLATION	_____
☐ CPM	_____	☐ PERIMETER SECURITY FENCING	_____
☐ ARCHAEOLOGY	_____	☐ INDOOR AIR QUALITY TESTING	_____
☐ GEOLOGY	_____	☐ LANDFILL CLOSURE	_____
☒ VALUE ENGINEERING	NA	☐ LEAD PAINT EVALUATION	_____
☐ HISTORIC PRESERVATION/RESTORATION	_____		

PREPARED BY:

Pamela Sullivan

PAMELA SULLIVAN
MANAGER, PREQUALIFICATION UNIT

APPROVED BY:

Richard S. Flodmand

RICHARD S. FLODMAND
DEPUTY DIRECTOR
By Christopher Geary, Assistant Deputy Director

NOTE: THIS IS AN ORIGINAL DOCUMENT. IT MAY BE REQUIRED AS PROOF OF YOUR PREQUALIFICATION STATUS. PLEASE RETAIN THIS FORM FOR YOUR RECORDS.

**THE
MUSIAL
GROUP** p.a.

191 Mill Lane
Mountainside, NJ 07092
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f. 908.232.2845
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w. themusialgroup.com



ALEXANDER ELIAS ARCHITECTURE, LLC
76 S. ORANGE AVE., SUITE 310, S. ORANGE, NJ 07079

July 12, 2024

Zayibeth Carballo
Director/ Municipal Engineer
Department of Engineering
Township of West Orange
25 Lakeside Ave.
West Orange, NJ 07052

**RE: Revised RFP for Professional Architectural Services
For Feasibility Study for Township's Department Offices**

Dear Ms. Carballo,

Thank you for contacting me about the RFP listed above. Please see attached response which includes the information you requested. I am very interested in taking on this project, and I hope to have the opportunity to provide services to the Township.

If you require any additional information, or have any questions about the content of this proposal, please contact me at your convenience.

Sincerely,

Alexander C. Elias, RA, NCARB, LEED AP
Managing Member
Alexander Elias Architecture, LLC

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5.0	Knowledge of Feasibility Study
	Sample Documents
6.0	References
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2.0 SUMMARY OF PROPOSAL

Objectives have been copied directly from RFP and reorganized in three categories: Objectives, Tasks and Deliverables. The Respondent's plan for addressing each is highlighted in **bold type**. The Feasibility Study will consist of three parts: the Program, the Preliminary Design and the Cost Estimate.

I. OBJECTIVES

A. Review and evaluate the current use and future use at the three (3) available location. Make projections of future office needs. Identify viable solutions to account for projected changes and/or growth of the Building, Engineering/ DPW, Health Welfare and Planning Department. Provide summary of reference data in final report.

1. This is the programming phase. The programming process can be organized in many ways but, regardless of the format, several topics must be addressed in order to achieve a comprehensive (qualitative and quantitative) program. There are six steps associated with the programming process:

a) Research the project type. What is the social, cultural, historical, and economic context of the facility type and the specific project?

b) Identify project goals. What do the clients (owners, users, general public) want the project to accomplish? What are the project goals?

c) Gather and analyze information. What information is needed to accomplish these goals?

d) Diagram processes and relationships. How will the goals be accomplished, given the information gathered in Step 1(c)?

e) Establish quantitative requirements. What are the quantitative requirements; square footages, budget, schedule?

f) Synthesize the program. What does all of the above mean in terms of the designer's task? Synthesizing the architectural program takes place during the preliminary design phase.

B. Recommendations on how to best utilize municipally available space as illustrated in the annexed sketches;

1. This is the preliminary design phase. Preliminary designs will include floor plans, drawn to scale, that establish the spatial relationships between the various programmatic elements of

the project. The preliminary design phase will include the examination of different options for implementing the Owner's program.

2. The preliminary design phase will include an evaluation of cost based on the scope of the design. Cost estimates will include contingencies for conditions that are unknown as well as allowances for the contractors overhead, profit and insurance.

II. TASKS

A. Analyze the best viable space for the OACC with sufficient parking and accessibility;

1. Meet with OACC stakeholders to become familiar with programs and services offered. Develop understanding of attendance/participation levels. Consider demographic trends in Township to inform medium- to long-term needs.

B. Analyze the best viable office space for the Building, DPW, Engineering, Health/Welfare and Planning Departments standing alone or a combination of these at a centralized location with sufficient parking for the staff and residents;

1. Meet with the heads/ managers of each municipal department to discuss current/ projected staffing levels. Determine which departments would benefit from physical adjacency. Determine with departments employ flexible/ seasonal staffing and whether "flex" office space is a workable idea. Consider level of public-facing service performed by each Department. Survey existing facilities to determine current spatial use and identify shortcomings.

C. Analyze the potential relocation of some 1st floor offices at 66 Main Street to the 2nd Floor, 46 Mt. Pleasant Avenue and 10 Rooney Circle;

1. Analysis of potential relocation will be based on information developed in tasks IIA & B

D. Evaluate the basement offices and mail room at 66 Main Street for potential storage;

1. Respondent will consult with Township Administration regarding Township's current and long-term storage needs. Respondent will develop thorough understanding of types of materials/ items to be stored, the extent to which records storage is required as well as the legal and statutory dimensions of records storage. Consideration will be given to building code issues associated with a storage occupancy.

E. Coordinate and discuss concerns with the various Township's Officials from WO Building, DPW, Engineering, Health/Welfare and Planning Departments during the study;

1. Meetings with department heads/ managers and other stakeholders are an essential task and will be conducted according to the five-step outline in the RFP.

F. Include five (5) meetings with the Township Officials for Kickoff, Coordination, Findings, Recommendations and Public Presentation;

1. Meetings minutes will be circulated after each meeting to all stakeholders for verification and comment to ensure objectives will be met via a vis an efficient and holistic process.

III. DELIVERABLES

A. The study shall include, but not be limited to preliminary plans to accommodate the various Departments and OACC including cost estimates, and

1. The program shall also include:

- a) a written summary of findings;**
- b) outline of current/ future department personnel;**
- c) pros/ cons of different options (if viable options are available);**
- d) supporting data.**

2. Preliminary floor plans

3. Cost estimates shall be provided on a cost per square foot basis with line items for contractor's overhead and profit, insurance, etc.

B. Prepare a feasibility study report detailing the findings of the study, analysis performed of the three (3) locations and recommendations for submission to the Council;

1. Feasibility study will outline the following:

- a) Cost of construction/ relocation**
- b) Public benefit/ enhanced service**
- c) Does relocation advance missions/ goals of each department?**
- d) Does relocation provide flexibility and opportunity for future growth?**

C. Assist the Township in the preparation of an RFP for Professional Architectural Services for the preliminary and final design phases of the New OACC and Department(s) Municipal Offices that include interior renovations, plans, and specifications for public bidding and construction administration;

1. The Respondent's contribution to the RFP will consist of the Scope of Service required to achieve the Township's goals. The Scope of Service will be developed using standard terms used in the American Institute of Architect's contract document forms.

IV. SAMPLE PROGRAMMING FORMS

A. The most critical parts of programming are information gathering and communication. The three forms that follow are among those we use to gather, synthesize, and communicate information back to the Owner about the needs, goals, values, and limitations of their projects. These forms are typically tailored to suit the requirements of a given project. These forms are: the Project Questionnaire, the Space Program Study and the Value-Based Programming matrix.



ALEXANDER ELIAS ARCHITECTURE, LLC
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3.1 PROJECT QUESTIONNAIRE

Client:

Client Contact:

Architect Contact:

Date Issued:

Date Returned:

We always assume that as the programming phase develops, additional questions will need to be addressed. The list below represents a starting point in that process.

PROJECT TYPE

1. Describe the project type.
2. What will be the primary use of the building and site?
3. If any, what is the secondary use of the building and site?
4. What are the square footage requirements?
5. Will the project require any variances or conditional use permits? Will the project require any other discretionary entitlements?
6. What is your desired construction schedule/ opening date?
7. Do you anticipate building in phases?

BUILDING TYPE

8. Is the building one story or multi-story?
9. Are any existing structures scheduled to be remodeled or demolished?
10. Will the existing building be a shell or finished out for the occupant?
11. Are the existing electrical, plumbing, and HVAC systems appropriate and adequate for this project?
12. Are the existing voice, data and other communication systems appropriate for this project?
13. Are the existing life safety systems (smoke alarms, fire sprinklers) appropriate and adequate for this project?
14. Does the building provide the required level of accessibility?

DESIGN CONSIDERATIONS

15. Does the site or building have any special features or views that need to be taken into consideration?
16. How should the facility be viewed from the street?
17. Are there any specific parking requirements other than what is required by the municipal code?
18. Are there any environmental considerations?
19. What age group(s) will the building serve?
20. Will the project require an elevator?
21. Will the building have to remain open during construction?



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3.2 SPACE PROGRAM STUDY

Client:
Client Contact:
Architect:
Architect Contact:

Project Type:
Project ID #:
Project Budget:
Cost per SF:

SITE DETAILS

Site Name:
Site Address:
Site Area:
Block:
Lot:

Site Width:
Site Depth:
Front Setback:
Rear Setback:
Side Setback:

Max. Bldg. Ht.:
Density:
FAR:
Lot Coverage:

BUILDING DETAILS

Building Area:
Basement:
First Floor:
Second Floor:

Third Floor:
Fourth Floor:
Fifth Floor:
Attic:

Occupancy:
Constr. Class.:
Sprinklered:
HVAC:

PROGRAM ELEMENTS

Space Type	Group	# Req'd.	SF Each	SF Total

Space Type	Group	# Required SF Each	SF Total

Notes



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3.3 VALUES-BASED PROGRAMMING

Client:

Client Contact:

Architect Contact:

Date Issued:

Date Returned:

VALUES	GOALS	FACTS	NEEDS	IDEAS
HUMAN (functional, social, physical, psychological)				
ENVIRONMENTAL (site, climate, context, resources, waste)				
TECHNOLOGICAL (materials, systems, processes)				
TEMPORAL (growth, change, permanence)				
ECONOMIC (finance, operations, maintenance, energy use)				
AESTHETIC (form, space, material, color, meaning)				
SAFETY (structural, fire, personal, criminal)				
OTHER				

4.0 EXPERIENCE

Projects below are grouped by type and listed in chronological order.

MUNICIPAL PROJECTS

2023-Current Township of South Orange Village, Planning Board Architect, Self-storage Facility
Provide redevelopment compliance services to Township for 130,000 SF self-storage facility located at Valley St. and Lackawanna Pl. Represent Township to developer to ensure compliance with the architectural guidelines of the adopted redevelopment agreement. Coordinate with services with Village and Board professionals; conduct site meetings, review submittals and write reports.

2021-Current Township of South Orange Village, Planning Board Architect, Mixed-Use Development
Provide redevelopment compliance services to Township for 80-unit mixed use project located at Valley and 4th Streets. Represent Township to developer to ensure compliance with the architectural guidelines of the adopted redevelopment agreement. Coordinate with services with Village and Board professionals; conduct site meetings, review submittals and write reports and provide testimony before Planning Board.

This project is presented in detail in the “Knowledge of Feasibility Study” section of the submittal:

2022-2023 Township of South Orange Village, 133 Fairview Ave. Phase 1A
Provide site measurement, design, construction documentation and code review for interior accessibility upgrades including accessible elevator. Assist Township in soliciting proposals from engineering consultants and coordinate services of contracted engineers.

2021-2022 Township of South Orange Village, 133 Fairview Ave. Phase 1
Provide programming services for conversion of former private club into 8,000 square foot community center. Provide site measurement, design, construction documentation and code review for exterior accessibility upgrades including accessible parking, ramp, chair lift and stairs.

2021-2022 Township of West Orange, Public Library Relocation, 10 Rooney Circle
As consulting architect to Arcari + Iovino Architects, PC (architect of record), provide design, code analysis, construction documentation and engineering consultant coordination for public library in existing office building.

2021 Township of South Orange Village, Recycling Shed Reconstruction, 298 Walton Ave.
Provide design and construction documents for reconstruction of 1,800 SF recycling shed building located at Township’s public works facility.

- 2020 Borough of Paramus, New Vehicle Storage Building, 1 Jockish Square
As consulting architect to Arcari + Iovino Architects, PC (architect of record), provide design, code analysis, construction documentation and engineering consultant coordination for 6,600 SF vehicle storage facility at municipal complex.
- 2020 Borough of Paramus, Existing Vehicle Storage Building Addition, 1 Jockish Square
As consulting architect to Arcari + Iovino Architects, PC (architect of record), provide design, code analysis, construction documentation and engineering consultant coordination for 1,900 SF addition to existing vehicle storage facility at municipal complex.
- 2019 Borough of Paramus, Rescue Squad Building Addition, 1 Jockish Square
As consulting architect to Arcari + Iovino Architects, PC (architect of record), provide design, code analysis, construction documentation and engineering consultant coordination for 6,200 SF addition and renovations to existing rescue squad building at municipal complex.
- 2019 Township of South Orange Village, Department of Recreation Offices, 298 Walton Ave.
Provide design, construction documents and bidding services for alterations to existing 5,000 SF animal shelter to convert interior to Township offices.
- 2019 Borough of Mountain Lakes, Island Beach
As consulting architect to Arcari + Iovino Architects, PC (architect of record), provide design, code analysis, construction documentation and engineering consultant coordination for new bath house and concession stand.

PUBLICLY-FUNDED PROJECTS

- 2021-2022 United Community Corporation, 31 Fulton St., Newark, NJ
Provide design, code analysis, construction documentation, engineering consultant coordination, and bidding services for renovations to 4-story office and emergency shelter facility.
- 2017 NY City Build It Back Program, New York, NY
As consulting architect for Cragnolin Engineering, coordinated the conversion of planned site-built homes to modular homes in Staten Island and Queens. Reviewed projects for code compliance and coordinated construction documents prepared by modular builders and on-site contractors.
- 2015-2016 NY Rising Housing Recovery Program, Governor's Office of Storm Recovery and NY City Build It Back Program
As consulting Lead Architect for CG/3PL, DPC, supervised design, construction document production, and permitting repair, elevation and housing reconstruction projects in Nassau County, Brooklyn and Staten Island. Developed and supervised staff of six architects, established production standards and processes, and managed completion of 80+ projects.

5.0 KNOWLEDGE OF FEASIBILITY STUDY

Alexander Elias Architecture has been working with the Township of South Orange on a project that is similar to the subject of this RFP. Below is a narrative outline of the project, and the services we have provided. The narrative references some of the project documents, which follow this page.

CASE STUDY: 133 FAIRVIEW AVE., SOUTH ORANGE NJ

In 2021, The Township of South Orange was gifted a property at 133 Fairview Ave. by the Fr. Vincent Monello Society for Italian Culture. The building was offered on the condition that it be maintained for public use. Alexander Elias Architecture was hired to work with the Township on the best use for the building and property.

The first step in the process was documenting the existing building. As-built plans and elevations were prepared, and the general condition of the building was surveyed, to determine its suitability for public use.

Next came historical and documentary research. The building showed evidence of significant alterations to its appearance, and the Township expressed interest in restoring the structure to its original appearance. We conducted searches of archives at the South Orange Public Library, Seton Hall University's photo archive, as well as genealogical sources, to create an outline of the history of the building. These searches revealed an extensive photographic survey of the building conducted before its exterior appearance was changed. This information was useful in planning future restoration of the structure (see figure 1).

Third, we engaged in several on-site meetings with the Township administration and community stakeholders to discuss needs for a place to house various public functions; both indoor and outdoor. The information developed in these meetings was synthesized into a design proposal and presented at a public meeting in the Spring of 2022. Feedback from that public meeting was recorded to use in future project planning (see figure 2).

Ultimately, the Township decided to proceed with accessibility upgrades to the building before an extensive renovation began. This decision was driven by an immediate need for a viable public space. South Orange's Baird Center was in the midst of a long-term renovation and addition project at the time. The other concern was financial; grant money was available for the accessibility improvements, and the Township decided to take advantage of that funding.

In 2022 and 2023, the Township undertook the first project to enhance accessible access to the site and entrance of the building. The second project was the construction of an elevator that would provide disabled access to all floors of the building. That project was put out to bid in 2023.

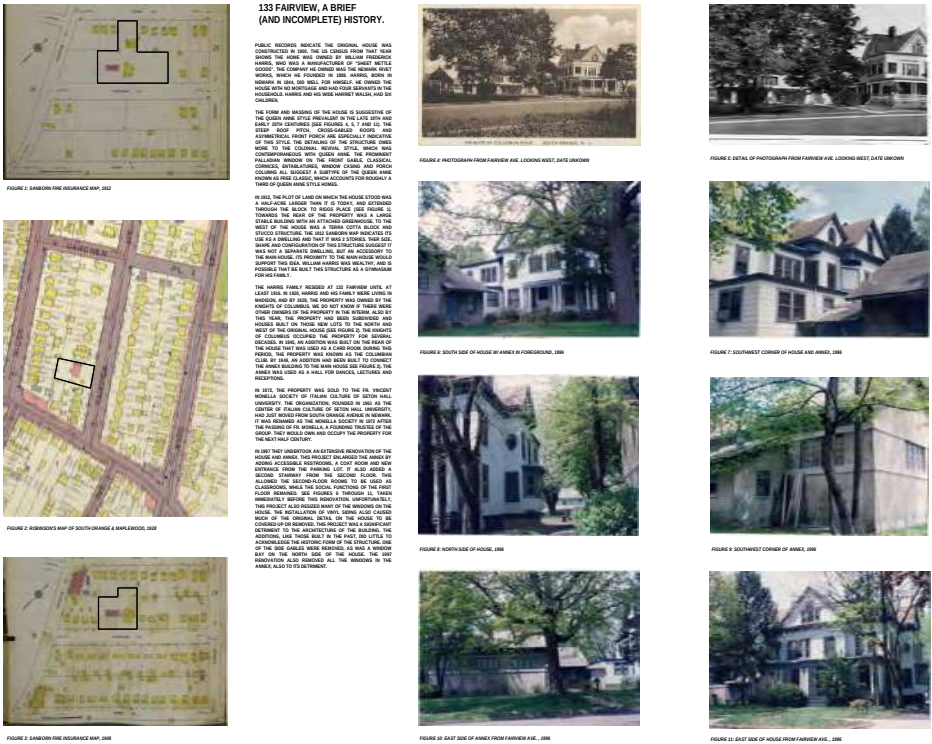


FIGURE 1: RESULTS OF HISTORICAL RESEARCH

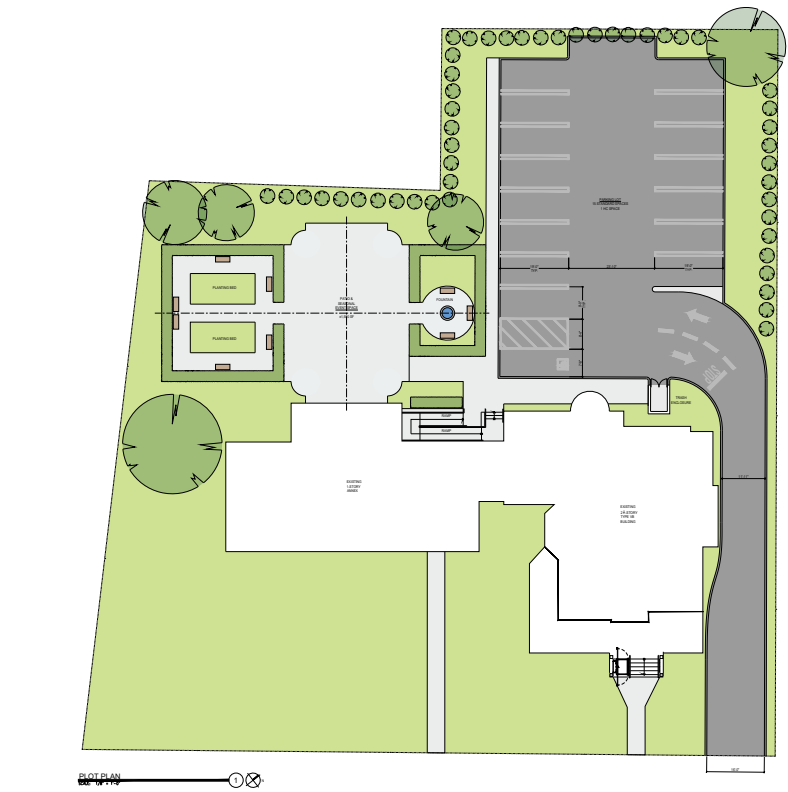


FIGURE 2: PROPOSAL FOR REDEVELOPMENT OF SITE

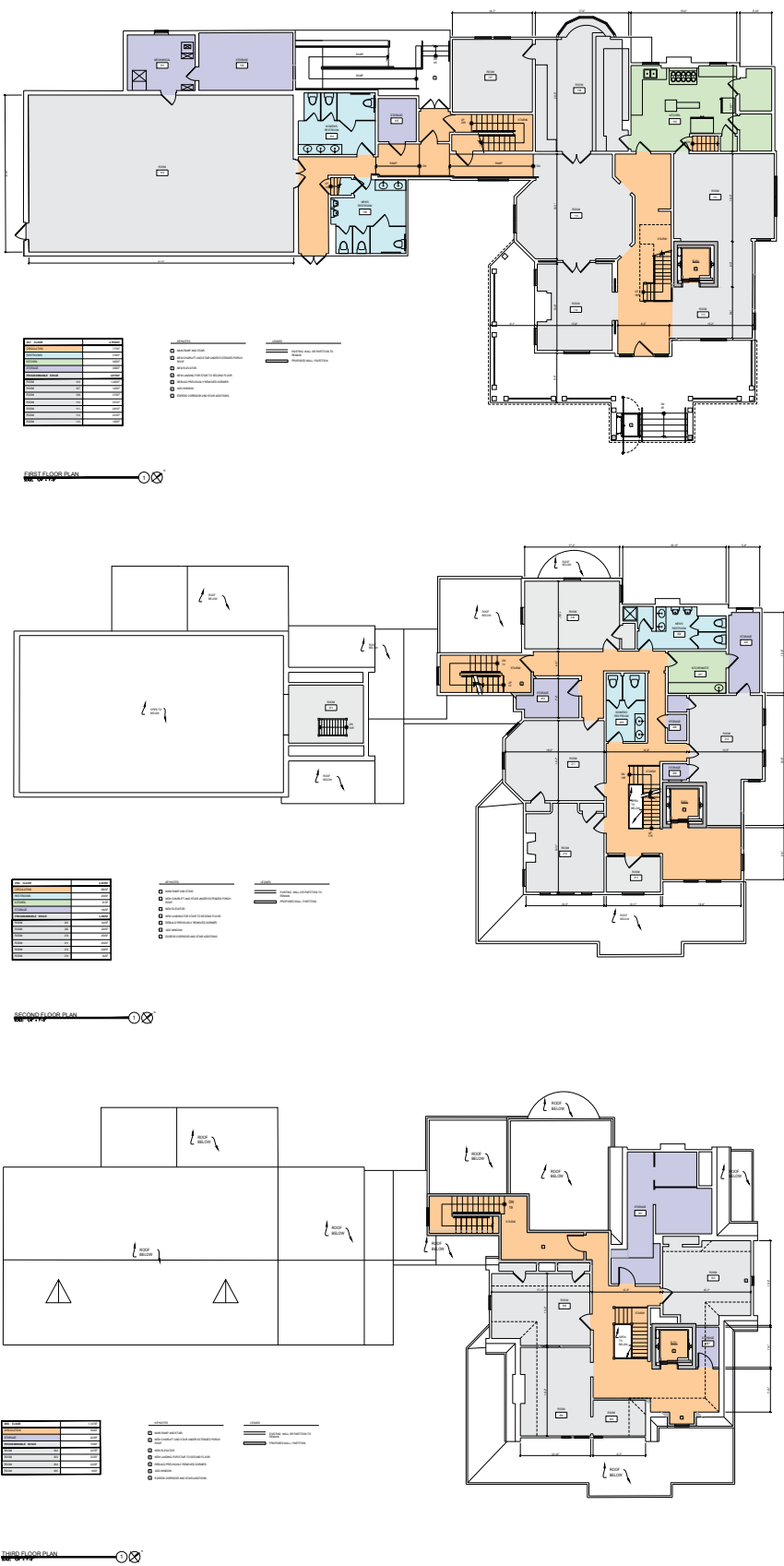


FIGURE 3: INVENTORY OF EXISTING FACILITY

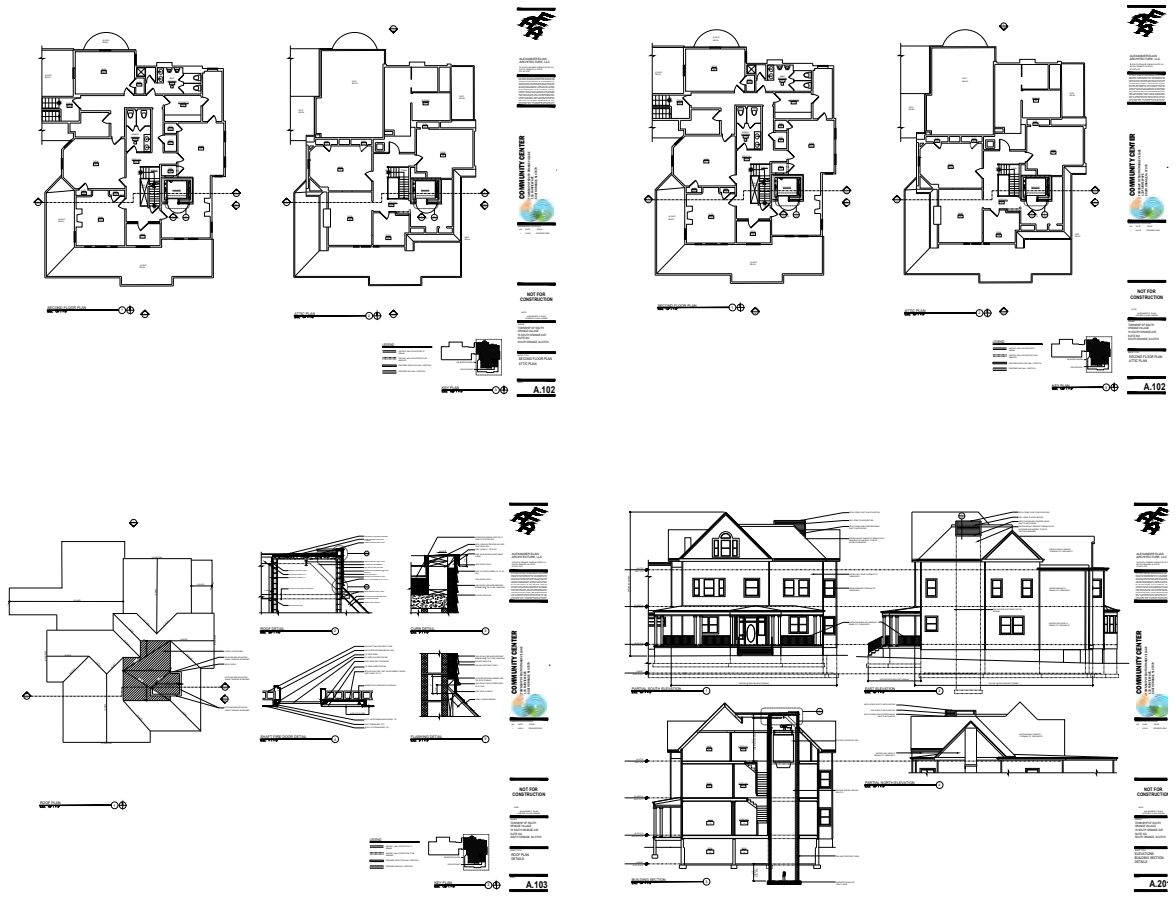


FIGURE 4: DESIGN DOCUMENTS FOR ACCESSIBILITY UPGRADES

SAMPLE DOCUMENTS FROM PROJECT FOR TOWNSHIP OF SOUTH ORANGE AT 133 FAIRVIEW AVE.



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6.0 REFERENCES

The programming and renovation for 133 Fairview Ave. in South Orange spanned the employment of two Village Administrators. I've included both as references. Julie Doran is the current Village Administrator.

Julie Doran
Village Administrator
Township of South Orange Village
76 South Orange Ave., Suite 302
South Orange, NJ 07079
(973) 378-7715 ext. 7723
jdoran@southorange.org

Adam Loehner
Assistant Township Manager
Township of Livingston
357 S. Livingston Avenue
Livingston, NJ 07039
(973) 992-5000 ext. 5305
aloehner@livingstonnj.org

Since 2020, we have provided consulting services for several of Arcari + Iovino's municipal projects, including the relocation of the West Orange Public Library.

Anthony Iovino, AIA, PP, LEED AP
Principal
Arcari + Iovino Architects, P.C.
1 Katherine St.
Little Ferry, NJ
(201) 641-0600
aiovino@aiarchs.com

7.0 FEE STRUCUTRE

I. BASIC SERVICES

Participation in five (5) meetings including preparation and distribution of meeting minutes:	\$ 3,000.00
Research and report preparation:	\$ 5,000.00
Preliminary design plans (@\$1.50 per SF x 17,248SF):	\$25,872.00
Cost estimating services:	\$ 2,400.00
TOTAL:	\$36,272.00

II. ADDITONAL SERVICES

Building measurement and documentation of as-built plans:	\$1.00 per SF (\$3,000 minimum)
Any service not specifically listed above (including revisions that exceed those listed in the project schedule, and changes in project scope):	By negotiated addendum to Contract or at the Architect's hourly rate of \$150 per hour.



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8.0 SCHEDULE

This schedule is preliminary. The details and durations of each task will depend on the availability of Township Officials and scheduling of the Public Meeting.

TASK	DURATION (CALENDAR DAYS)	NOTES
KICK-OFF MEETING. Distribute programming forms.	1	
Township Officials review forms while Architect conducts outside research and prepares as-built plans (if required).	14	Architect will also need to visit existing Township offices for the purpose of cataloging current space uses and sizes.
COORDINATION MEETING. Collect, discuss, and complete programming forms.	1	
Architect prepares preliminary designs, draft of report	28	
FINDINGS MEETING. Architect presents preliminary design and draft report to Township Officials.	1	This duration may be extended if Township Officials want to review material over a longer period of time.
Based on Township comments, Architect revises preliminary design, finalizes report and prepares cost estimate.	14	
RECOMMENDATIONS MEETING. Architect presents final report, preliminary design, and cost estimate to Township Officials for final comment.	1	This duration may be extended if Township Officials want to review material over a longer period of time.
Architect will make final revisions to deliverables (if required) based on Township comments.	7	
PUBLIC PRESENTATION. Architect presents final report, preliminary design, and cost estimate to public.	1	
RFP PREPARATION. Architect will prepare Scope of Work for Township.	7	
TOTAL DURATION	75	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cornerstone Specialty Insurance Services, Inc. 14252 Culver Drive, A299 Irvine CA 92604		CONTACT NAME: Aimee Guesno PHONE (A/C, No, Ext): (714) 731-7700 FAX (A/C, No): (714) 731-7750 E-MAIL ADDRESS: aimee@cornerstonespecialty.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Continental Casualty Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED ALEXANDER ELIAS ARCHITECTURE, LLC 76 S. Orange Ave., Ste 310 South Orange NJ 07079		NAIC # 20443	
--	--	------------------------	--

COVERAGES**CERTIFICATE NUMBER:** 23/24 COVERAGES**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			6020776537	08/20/2023	08/20/2024	EACH OCCURRENCE \$ 2,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	☒ ADDITIONAL INSURED / P & NC						MED EXP (Any one person) \$ 10,000
	☒ BLNKT WVR OF SUBRO						PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 4,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 4,000,000
	OTHER:						\$
A	AUTOMOBILE LIABILITY			6020776537	08/20/2023	08/20/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N	N / A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Claims Made			AEH254076046	08/20/2023	08/20/2024	Each Claim \$1,000,000
							Annual Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of coverage in force. Contractual insurance requirements will be addressed at the time the contract is awarded.

CERTIFICATE HOLDER**CANCELLATION**

FOR PROPOSAL PURPOSES ONLY PLEASE CONTACT
CORNERSTONE SPECIALTY
TO VERIFY COVERAGE IN FORCE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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